

Randa's Resume Guide

THE BASICS

DESIGN THE RESUME

- Use Microsoft Word or Google Docs to make sure your text is pulled correctly. Other design tools may not work for ATS. (Also, check and confirm that it is ATS friendly - [jobscan.co](https://www.jobscan.co) for example)
- Use one font consistently, you can play around with size a bit but should still look professional.
- Balance whitespace! Don't have too much or too little text. Shouldn't hurt the eyes.
- Always keep formatting the same (italics, bold, periods/not at the end of bullets) Always just 1 page.

THE CONTENT

- Experiences should go first, then include leadership, projects, awards and so on.
- Use action verbs! You can find great lists online to do this - make sure you don't repeat too many. (Google Harvard's Action Verbs for example)
- When writing the bullet points think of what, how, and why/impact. Even better try to quantify your impact.
- Link projects, github repos, certifications, articles, and anything else that could add legitimacy to claims you make.

TIPS & TRICKS

- For jobs you really want, use similar words from the job description in your actual resume.
- Getting a complete stranger to review your resume is going to yield some of the best feedback. They won't have biases and can give an accurate first impression.
- Leverage ChatGPT to help you rewrite your resume if you are not the strongest writer.
- If there's something you want to include but needed to cut, add it to your LinkedIn! Your interview might be searching you up before too.