**Resume Helps**

* Use the “APR” Formula ([action verb](https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out) + problem/project + result/goal/purpose/ benefit) to show the scope of your responsibility or the impact of your actions.
  + Example: Provided outstanding customer service to 30+ customers on average, 4-5 days per week, ensuring a positive experience and fostering customer loyalty
* Only use an action verb one time in your resume. For example, don’t use “Managed” in two different sentences describing what you did at a job or experience. Once you use it, find another word to describe the same thing.
* Use numbers into your experiences. It is expressed as data which is irrefutable.
* Use digits instead of writing out numbers to improve readability and save space. See example above.
* Keep bullets 1-2 lines and lead with most impactful/relevant bullet.
* Use 3-5 bullets for your most recent or relevant position, 2-3 bullets for earlier or less relevant positions.
* Limit your resume to 1 page – additional information can be moved to your LinkedIn profile.
* Use third person in all bullets – do not use first or second person pronouns (I, me, my, mine, we, our, us, you, or your) or 3rd person pronouns (he, she, they, their).
* Periods are not necessary to end sentences; be consistent throughout the resume.
* Link bullets to your major and job goal as much as possible.
* Do not make the font size too small as it can be difficult to read – no smaller than 10 for Times New Roman.
* Incorporate your Strengths into your bullet points wherever possible.
* If you don’t have any work experience, use other volunteering or extracurricular activities to show you are engaged and learning.
* Do NOT exaggerate or lie!
* And last, use ChatGPT or some other kind of AI tool to help you craft your sentences for job descriptions. You can prompt: What are some job duties a cashier might do and put on a resume? Or write out your description and put it into AI software and ask it to help you craft it for a resume.