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A resume is a document that sums up your qualifications for the job that you're applying for. Studies say that the average recruiter scans a resume every six seconds—so it's critical for your resume to be clear, concise, and easy to read. You don't want the recruiter to read your resume repeatedly or find it boring. First impressions matter.

State your career goals and show how they align with the job description you're targeting. Be brief and keep it from sounding generic. Be yourself.

September 20XX - June 20XX
B.A. in Art & Design
Jasper University

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

20XX – 20XX

Design Director
First Up Consultants

Writing concisely isn't an easy task, but a new feature called Editor in Word can help. You can access Editor directly from your Ribbon. Editor is free to use, but if you're a Microsoft 365 subscriber, you'll actually unlock intelligent tools that will scan your writing for advanced grammar and style refinements—conciseness being one of them.

20XX – 20XX

Senior Designer
Nod Publishing

To start your resume, summarize your key responsibilities, accomplishments, and experience. Where appropriate, use the language and words you find in the specific job description and target 3-5 key areas.

For example, if you're a quick learner, then maybe you can write something like "motivated to quickly resolve challenges."

20XX – 20XX

Designer
Adatum Corporation

You don't need to use big or fancy words to make your resume sound professional. Editor will check for unnecessary buzzwords, vague descriptions, or wordy sentences. Once Editor is done, you can scroll through your writing and look for highlighted items that you can easily change in an effort to make your writing clearer and more concise.