



Your resume is your personal advertisement. Keep it sharp, clear, and result-driven.

RESUME TIPS TO STAND OUT TO RECRUITERS

DID YOU KNOW???

- Recruiters spend an average of only 17 to 46 seconds, sometimes less than 10 seconds, reviewing a resume before deciding to accept or reject an applicant.



The recruiters first look at your name → experience → skills
→ education.

RESUME TIPS

- **Use XYZ format when writing achievement-oriented bullet points:** Accomplished [X], the metric that proves it [Y], and by specific actions you took to achieve it [Z]
 - **Ex.:** Increased guest satisfaction scores by 18% (Y) by developing and implementing a new guest feedback system (Z) during my internship at a 4-star resort (X).
- **Use Strong Action Verbs:** Start bullets with words like *managed, developed, created, led, improved, achieved, exceeded, supervised, and streamlined.*

RESUME TIPS

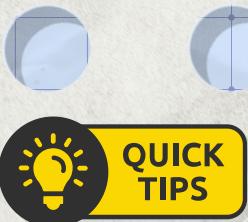
- **Mirror the relevant keywords from the job descriptions and what the company is looking for in your resume.**
- **Emphasize experiences and results that match the position's requirements.**
- **Include coursework, academic/creative/freelanced projects, part-time jobs, or volunteer work if you lack formal experience.**

RESUME STRUCTURE

- **Contact Information/Header:** *Full name, email, phone number, portfolio/website, or professional social links.*
- **Summary/Profile (optional):** *One (1) to three (3) sentence snapshot of your skills, career goals, or value.*
- **Education:** *Degree, school, graduation date, and honors.*
- **Work Experience:** *Internships, part-time jobs, volunteer work with contributions/accomplishments listed.*
- **Projects or University Leadership:** *Capstone projects, freelance or creative works, officer positions, competitions, and event committees*

RESUME STRUCTURE

- **Skills and Interests:** *Relevant hard or soft skills, certifications, or unique interests.*



There are a lot of resume templates online, so utilize these resources to your advantage!

SUMMARY OR OBJECTIVE?

- **For Fresh graduates:**

*Use **resume objectives** to state your career goal, target role, and key skills you will bring in 1 to 2 sentences.*

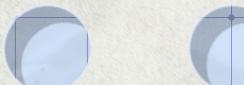
- **Ex.:** Detail-oriented IT graduate with hands-on experience in Java, Python, and web development, aiming to contribute to innovative software solutions as a Junior Developer while enhancing programming expertise and collaborative skills.

SUMMARY OR OBJECTIVE?

- For experienced:

*Use a **resume summary** to highlight years of experience, key skills, and achievements in 2 to 3 sentences.*

- Ex.: Marketing specialist with 3+ years of experience in social media strategy and content creation, driving 20% annual audience growth.



You can also use a simple headline (e.g., Marketing Specialist) instead of a resume summary.

FORMATTING

- **Length:** *1 page (2 to 3 pages if you have an extensive experience)*

- **Font:** *Clean and professional*

Calibri

Georgia

Arial

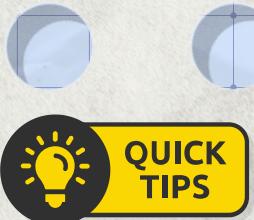
Garamond

Times New Roman

- **Font Size:** *11-12 pt for body text and slightly larger for your header*

FORMATTING

- **Design:** *Keep it minimal*
- **Layout:** *Use bullet points, consistent spacing, and clear headings*



Don't forget to proofread your resume for grammar, spelling, and formatting mistakes.