BOILERMAKER CONSULTING

RESUME TIPS

1.Stay Relevant & Proofread Diligently

Prioritize recent and pertinent information that relates to the position you are applying for. Eliminate Typos and errors.

2. Be Clear

Create an easily scannable resume with clear sections with headings and bullet points for quick understanding.

3. Use Action Words

Use active verbs (e.g., managed, led, implemented...) to start bullet points and focus on achievements. Write in the first person but maintain a professional tone.

4.Quantify Achievements

Use numbers and metric to highlight your accomplishmets and impact in previous roles.

5. Show Dates & Prioritize Recent Achievements

Highlight specific dates for each achievement. Emphasize on recent successes that spotlights relevant skills.

6. Additional Tips

- No Professional headshots in Resume.
- Use the Purdue resume template.
- Make sure it does not exceed one page.
- Upload as PDF (not Word or google doc).