

Resume Tailoring 101

One of the most important aspects of resume writing is tailoring each resume to each specific job. The sum of your experiences involves different skills that can be particularly attractive to a specific employer. By tailoring each resume, you will appear more qualified for the job you are applying for and an employer will be impressed that you took the time and effort to customize your resume for them.

1. Read the Job/Internship Description

- Carefully read the description of the job or internship you are submitting this resume for. If you don't have a position description, look for similar positions online
- Take note of any specific skills the description outlines and potential projects you could be working on.
- Also look for: working environment (group or individual), equipment used (technical software), and hours (levels of flexibility required).
- Remember, just because two jobs or internships might be in a related field, they could require very different types of skill sets. Reading each position description thoroughly will ensure that you don't miss any specific requirements or qualities an employer may be looking for.

2. Write Down Your Experience

- Review your past experience; include extracurricular, unpaid experiences, part-time jobs, etc.
- Include **relevant** volunteer experience, leadership positions, class projects, etc.

3. List Skills/Abilities

- Think carefully about any skills or abilities that you used or learned in each experience.
- Write down these skills and pay careful attention to how you word them as employers want you to SHOW them these skills, not TELL them.
- Use Action Verbs to demonstrate your skills.
- Ask yourself about any obstacles you overcame, tasks you completed, and the skills used.
- With group projects, note the number of people you worked with, the communication skills used, and the teamwork required to complete your task.
- With event planning experiences, note the number of people the event was for, the amount of money you handled, and any obstacles you overcame, such as budgetary restrictions.
- For marketing experience, note the number of people you solicited and any creativity it took to make your task possible.
- In technical experience, note the equipment you used or learned to use.

4. Match

- With the description you have for the job or internship you are applying for, look through your experiences and skills.
- Pick out the experiences you have that match skills required in the position description.
- Take note of any key words that appear in the position description. REMEMBER: many employers scan resumes, and will select resumes based on key words they find that match the job or internship requirements.

CAREER SERVICES • UNIVERSITY OF COLORADO AT BOULDER

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Additional guides available at: <http://careerservices.colorado.edu/students/MajorCareerInfo.aspx>

Name

Street Address
City, State Zip Code

email address
Area Code-Phone #

OBJECTIVE

To obtain a _____ position in the field of _____

EDUCATION

University of.....

Graduation Date

Degree

GPA (if 3.0 or above)

Minor: (optional)

Study Abroad Program (optional): location

Date

Projects: (optional)

Selected Coursework: (optional)

Honors/Awards: (optional)

Date

Language Studies: (optional)

Co curricular Activities: (optional)

RELEVANT EXPERIENCE (may include internships and any unpaid experiences that relate)

Job Title (begin with most recent)

Month/Year - Month/Year

Employer Name

City, State

(prioritize list from most to least important)

Begin with action verb(s) to describe tasks, accomplishments

Begin with action verb(s) to describe tasks, accomplishments

Begin with action verb(s) to describe tasks, accomplishments

Begin with action verb(s) to describe tasks, accomplishments

Job Title

Month/Year - Month/Year

Employer Name

City, State

(prioritize list from most to least important)

Begin with action verb(s) to describe tasks, accomplishments.

Begin with action verb(s) to describe tasks, accomplishments.

Begin with action verb(s) to describe tasks, accomplishments.

Begin with action verb(s) to describe tasks, accomplishments.

ADDITIONAL EXPERIENCE

Title

Month/Year - Month/Year

Organization Name

City, State

(prioritize list from most to least important)

Begin with action verb(s) to describe tasks, accomplishments.

Begin with action verb(s) to describe tasks, accomplishments.

AFFILIATIONS (optional)

Organization Name, City, State (begin with most recent)

Month/Year - Month/Year

Organization Name, City, State

Month/Year - Month/Year

COMPUTER SKILLS

List programs