

Resume Tips Presented by **INB**

1

Tailor it for each role

Don't use the same generic resume everywhere. Adjust the skills, keywords, and bullet points to match specific words and phrases from the job description.

2

Lead with impact

Start bullet points with strong action verbs and quantify achievements when possible. An example would be "Increased client retention by 20%" instead of "Responsible for client retention".

3

Keep it clear and concise

Most resumes should be 1 page, 2 max if you have 10+ years of experience. Avoid long paragraphs; use short, scannable bullets.

4

Focus on results, not just duties

Employers care about what you accomplished in addition to your job responsibilities. Highlight outcomes.

5

Make it easy to read

Use a simple, professional format. Stick to one or two fonts, avoid graphics unless you're in a design field, and keep margins clean.

6

Show relevant skills up front

Include a short "Skills" section that highlights technical tools, certifications, or key soft skills relevant to the job

7

Proofread multiple times

Typos are a deal-breaker. Read it out loud, use spell check, and ask someone else to review it.