

Looking for a new job can be overwhelming, whether you are just graduating from school or leaving an industry you have worked in for years. Many are not sure where to begin their search. Our [Career Services Center](#) says the best place to start is by getting your résumé ready.



## Experience is Key

An excellent first step is laying out all of your relevant experience. Work experience is an obvious one but other experiences like school projects, volunteer opportunities and internships are also great to list. Hiring managers look for experience when determining if you will need a lot of training and if you have the skills required for the position you are applying for.

## Put Action into it

Focus on career-essential skills like time management, reliability and professionalism. If the job you are applying for doesn't directly relate to your previous experience you can Include successes and achievements from previous jobs that show hiring managers that you adapt to new environments well. Be sure to use action verbs when describing your roles and responsibilities

## Education is Important

For those who just graduated from high school or college be sure to showcase yourself as an engaged student. List degrees and certificates, share your GPA if it is 3.0 or higher, and highlight relevant courses and projects. Always share the honors and awards that you received. This can help show hiring managers that you are focused and can achieve your goals.

## Don't Ignore the Basics

Ensure your contact information is prominent and current. Spending hours perfecting your resume is a waste of time if the hiring manager can't contact you for an interview. Consider adding a link to your online portfolio site if you are in a creative field. A good option would be adding your LinkedIn profile if you have your experience and other contact information listed there.

## Review and Revise

Check for grammatical errors, spelling errors, and typos. Don't overlook the importance of making your resume professional. It is important to make a great first impression when you are going up against other candidates.



Searching for jobs can be a lot easier nowadays with online job boards. A lot of hiring managers get hundreds of applications daily so it is important to stand out. If you need help getting your résumé started or just want someone to look it over contact Career Services [here](#). Our goal is to help get you prepared for your next career move.

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