

Resume & Hiring

Frequently Asked Questions

Resumes are a marketing tool that helps our recruiters and hiring managers learn more about you. Ensuring your resume is up-to-date and accurate can help you be successful in your job search.

Resume best practices ›

- Competition is strong, and first impression is key. Double-check your resume for spelling and/or grammatical errors and use a professional email address.
- Make your contact information (phone number and email address) easy to find.
- Include short, bulleted statements that are tailored to the specific job(s) you are targeting by adding in keywords and/or skills from the job description.
 - Please include outcomes and results in your resume to show impact of the work you have done. Think data!
- Don't include photos or personal information (e.g. marital status).
- List your education clearly, including level of degree, institution, and graduation date.
- List your certification(s) clearly, including institution(s), certification number(s) (if applicable), and certification date(s).
- For work history, list **all** your relevant/applicable experience, including dates.
 - This is helpful for hiring managers when comparing candidates' experience. Work history also impacts compensation, and these details are needed for recruiters to accurately prepare an offer for employment.
- Display your work history in chronological order (most recent first) and include a brief summary of your responsibilities, accomplishments, and skills attained.

Other helpful tips ›

- Make sure your voicemail is set up and is not full.
- Check your email (including your Spam folder) and text messages regularly for communications from our recruiters regarding your application(s).
- Applying to multiple positions that match your skill set and interests increases your chance of employment.

