



TOP 10 RESUME TIPS FOR WRITING A GREAT SIMPLE RESUME



DROP YOUR RESUME TO ONE PAGE



STAY AWAY FROM TEMPLATES

Aa

USE A SIZE 10-12 FONT



OPTIMIZE YOUR SIMPLE RESUME'S HEADER



INCLUDE A PROFESSIONAL SUMMARY



OUTLINE YOUR ACHIEVEMENTS



QUANTIFY YOUR ACCOMPLISHMENTS



400 WORD LIMIT PER PAGE



USE BULLET POINTS



PLUG IN KEYWORDS