

- Place key words and key phrases from the job announcement strategically in your resume if you want the job! Copy from and use the key words you find written in the job description for the job you are applying for. That is the best way for you to show you can “walk their walk” and that you have very relevant experience.
- Be strategic. Remember, you’re writing your resume for the job you want, not the job/s you’ve had.
 - Your resume should reflect your career goals as well as the needs of the potential employer.
 - List your accomplishments in an intentional order, with the most relevant accomplishments, to the potential employer, appearing first in the list.
- Focus on accomplishments, not tasks and use action verbs.
 - Task: Completed documentation according to agency standards
 - Accomplishment: Reviewed and updated agency documentation forms to improve staff efficiency and productivity
 - Quantify when possible: Reviewed and updated 10 agency documentation forms, which improved timely submission of documentation by over 15%.
- List references separately.