

# How to make a resume to get the job you want

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In today's competitive job market, a well-written and concise resume can help you land a job interview with the company you want to work for by providing the hiring manager with all the information they need to know you're the right person for the job. Most positions require you to submit a professional resume before you'll be considered for an interview. A resume can help employers learn more about you and what you can offer their company. It details your past accomplishments and helps guide a potential employer to see how you might fit the culture of an organization.

When you create a resume that shows you align with the company's needs, you increase your chances of being interviewed and eventually hired for the position. You can use a reverse chronological, functional, or combination format to present yourself professionally. Your format will depend on your work history and education level.

## WHAT TO INCLUDE IN A RESUME

Your resume should include your personal contact information and details that demonstrate your ability to do a job. Use keywords from the job listing in your resume to [get the attention of the reader](#). Look for words in the job description that align with your skills, education level, and work history, and incorporate these naturally into your resume. Keep a consistent 12-point font throughout the document, and avoid making it too long. One to two pages is the ideal length, and you don't need to include a photo of yourself.

Here are more details about [how to make a resume](#) that stands out:

### Contact information

Place your personal contact information at the top of your resume. This includes your:

- First and last name
- Phone number
- Email address
- Link to your website or portfolio, if applicable

While you can also include your location, a mailing address is usually unnecessary. By placing this information at the top of your resume, you provide your potential employer with an easy way to inform you if they want you to proceed in the hiring process. It's a good idea to list a phone number you use frequently and a professional email address you check often.

### Professional summary

A professional summary is a one- to two-sentence statement placed directly after your contact information that describes your work history and relevance for the position in a concise way. Use

this statement to entice the hiring manager to keep reading. Here are examples of resume summaries for teaching positions:

- Compassionate teacher's aide and recent graduate seek teaching position at Mighty Middle School. Well-versed and skilled in classroom management as well as curriculum development and able to create a comfortable learning environment.
- Teacher of more than 10 years looking to advance to the role of principal at Longroad Elementary School. Achieved over 90% attendance in all classes for the last three years, had exceptional test scores for age group, and excelled in fundraising for the school district.

## Work experience

Depending on your work history, you may or may not need to include information on every job you've had. Those with a limited work history can use [volunteer experience](#) or internships in this section. If you've had multiple jobs, you might want to only include your most recent or relevant job history. First, put the title of the most recent position you held. Then put the name of the company and the dates you worked there. Each of these should be on its own line. After you complete this information, use a bulleted list to describe your duties.

## Education history

Your education history allows a hiring manager to understand your credibility to perform a job. When you have a limited work history, you can use the education section of your resume to showcase your ability to perform the duties of the job. In this section, include:

- Name of school
- Dates attended
- Degree earned
- GPA if 3.5 or higher

If you haven't been in school recently, you can leave off the year you graduated to avoid "dating" yourself.

## Relevant skills

After your education history, you can list your relevant skills. Because you want to keep your resume to about one or two pages, only list the number of skills you have room for and that are most relevant to the position. You can list soft skills, which are skills such as leadership ability and communication, and hard skills, which might include [knowledge of coding languages](#) or the ability to use power tools. It's especially important to refer to the job description and include keywords in this section.

## References

A list of professional and personal references at the bottom of your resume allows a hiring manager to contact people who can affirm the information you included. Let your contacts know you want to use them as references to ensure they're comfortable speaking on your behalf and can help highlight your capabilities.

Knowing how to make a resume that stands out from competitors is key in finding a job that can lead to success in your life. You can [upload your resume](#) to Career Builder to expose it to the employers you want to work for and get the job you want. If you need more help, CareerBuilder has you covered with [CoLab](#), your go-to hub for exploring all of your career options, which can [guide you through building the perfect resume](#) for any position in real time.

### **More tips for job seekers:**

Discover the [top five transferable skills that must be on your resume](#).  
Learn about the [simple mistakes you might be making that are costing you the job](#).  
Find out why you're having [trouble finding a job and what to do about it](#).

### **Resume ready? We could have the role for you**

Once your resume is fighting fit, [upload it to our site](#) and get [applying](#). We constantly upload the latest roles across a huge range of industries, and you never know, your resume could be the perfect fit for one that's gone live today.  
Our career experts have also offered their [10 best tips to help your resume stand out](#).

<https://www.careerbuilder.com/advice/blog/how-to-make-a-resume>