

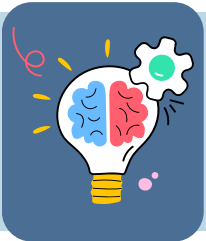
RESUME TIPS

for Neurodistinct professionals

Creating an effective resume is crucial for securing job opportunities. It should be reader-friendly, tailored to the specific job, and optimized for keyword scanning software. While your unique background and experience are important, your resume should clearly demonstrate your suitability for the position and emphasize the value you bring as an employee. Updating your resume for each job application and highlighting your strengths and achievements are essential. It is recommended to have multiple versions of your resume.

Although building a resume may initially appear overwhelming, there are numerous templates and examples available for various job types. The fundamental information required for a resume remains consistent. Here are some general best practices to consider when constructing your resume.

- Use fonts: Calibri, Cambria, or Helvetica
- Your resume should have 0.75-1 inch margins
- Your resume should have these sections:
 - Name & Contact Information
 - Profile Overview
 - Hard Skills
 - Soft Skills
 - Relevant Workplace & Volunteer Experience
 - Education
 - Hobbies & Personal Strengths
- Use different font sizes for the different sections of your resume: Name: 28-36pt, Headings: 18-20pt, Body text: 10-12pt



Ensure consistent formatting and align your skills and experience with the job requirements. Highlight relevant keywords from the job description and emphasize quantifiable achievements. Present recent experiences first, listing hard skills to showcase technical abilities and soft skills to demonstrate communication and problem-solving capabilities.



Include education and relevant merits, omitting high school information if you've graduated from college. If still in school, mention the degree you're pursuing and relevant courses. Share personal strengths and hobbies to showcase areas of expertise and establish a connection with potential employers.



Utilize color blocking and templates to enhance the visual appeal of your resume. Proofread and spell-check meticulously, seeking feedback from a trusted individual for perspective and catching any errors or inconsistencies. A well-crafted resume conveys professionalism, dedication, and readiness to advance your career.