



BOSCH 15 Ways to Improve Your Online Resume!



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1. **Market Yourself** – Start with a summary of qualifications section that includes your most marketable skills and experiences into four to six sentences.
2. **Demonstrate Results** – Employers like proof that you can do the job. Indicate the action you performed and conclude with the result you achieved, make sure to note how your employer or team benefited. Use numbers and percentages to show how money or time was saved.
3. **Be Brief and Concise** – Do your best to fit your resume to one page, short and to the point is best. Go through and edit your resume deleting portions that are not relevant or least helpful to the position you are applying for. Be sure to emphasize your most recent experience / projects.
4. **Be Targeted** – Customize every resume to the job title being applied for.
5. **Visually Appealing** – The formatting of an online resume must be readable, sharp and professional. Make sure there are no spelling or grammatical errors. The resume you send out must be flawless, this is your first impression. Eliminate italics, bold formatting, lines, boxes, shading, fancy borders, clip art and fancy fonts as they cause major errors when sent electronically. Stick to Times New Roman or Arial fonts. If you are using bullets, use a keyboard symbol that can be uploaded i.e. *.
6. **Be Clear** – No vague generalities. Say exactly what you mean, using the smallest number of words to make your point.
7. **Be Accurate** – Everything on your resume is fair game for further questions from the employer. Be sure to state your skills, qualifications and experiences as positively as possible without exaggerating or misstating the truth.
8. **Use Action Verbs** – Start each sentence with a descriptive action verb, such as created, managed or developed. They add power to your sentences. Never use “I” on the resume, only short impact sentences. Example: Created the company’s new database system.
9. **Be Complete** – Spell out names of schools, cities, and titles completely. No abbreviations.
10. **Make Points Quickly** – Complete sentences are not necessary in resume writing; it is better to use simple descriptive statements to make your point.
11. **Justify Experience** – In all of your sentences, use past tense words since they imply that you have done it before.
12. **No Tag Lines** – Employers know that you will provide references if they request them, therefore it is not necessary to put “references upon request” at the end of your resume.
13. **Do Not Advertise Negative Information** – The resume is the wrong place to advertise that you were laid off, fired or had an extended illness. Never state why you left a position, simply list the dates of employment.
14. **Be Current** – Make sure your resume is updated as information changes.
15. **Final Test** – Have a few friends look over your resume for errors that you may have overlooked. It is also helpful to attend resume workshops that your university offers.