

ALL ABOUT TAILORED RESUMES



WHO NEEDS A TAILORED RESUME?

You! Whenever you apply for a specific position, the resume you submit should be altered to fit where you are applying.



WHAT IS A TAILORED RESUME?

A tailored resume is a general resume that has been edited (tailored) to a specific industry or job/internship posting.



WHY HAVE A TAILORED RESUME?

Tailored resumes are more likely to get you noticed by employers. Recruiters will notice when you use their keywords in the posting in your resume.

HOW DO YOU TAILOR A RESUME?

- Take a look at the job posting. Highlight keywords and competencies that they are looking for that you can talk about in your resume
- Start with your experience headings. Can you specify whether certain experiences are “Policy Experience” or “Customer Service Experience” or “Environmental Experience”? When grouping these experiences into like groups, it is not necessary that the whole list of experiences follows a reverse chronological format. Keep the experiences that are most relevant to the position you’re applying to at the top of the resume. If any experiences don’t fit the needs for the job you are applying for, feel free to delete them and focus more on the experiences you have that actually fit.
- Put keywords that you highlighted from the job description into your resume. Contextualize your skills and qualifications in your bulleted statements. If the job description mentions that you need to have communication skills and Microsoft Excel knowledge, these things should be included in your resume’s accomplishment statements.
- Highlight why you are qualified for this specific job



PRO TIP: MASTER RESUME

- While you are creating several different tailored resumes, it is a good idea to have a master resume document where you keep all of your experiences and bullet points that you have written for different experiences.
- This way, you can copy and paste things you have already written into your tailored resumes for specific positions. Do not worry about sticking to one page in this master document, but keep all of your experiences housed here to save for later!