

9 Resume Tips For Students.

As a college student or recent graduate, it can be difficult to showcase your skills and experience on a resume with limited job experience. But don't get discouraged -- there are several things you can do when crafting a resume that will help you stand out from other applicants.



1. Tailor Your Resume

When crafting a resume, first carefully read the job description to identify key words and phrases. Then use these key terms throughout your resume wherever applicable. Whether your resume is passed through an Applicant Tracking System (ATS) or scanned manually, key words and phrases related to skills are what hiring managers are specifically looking for from applicants.

3. Focus On Education

For a recent graduate looking for a job, it's important to emphasize academic history first. Along with your college and degree, include any relevant achievements such as a high GPA or academic awards. Also, consider listing any courses you took in college that relate to the job.

5. Include Extracurricular Activities

As a student or recent graduate, you likely have limited work experience. Emphasizing nonwork-related activities and leadership experience can be a great way to showcase your skills and abilities outside of the standard professional realm. Just be sure that the activities and skills you list are relevant and transferable.

7. Use Action Verbs

When describing your experience and achievements, use action verbs to demonstrate your past responsibilities. For example, use words like converted, analyzed, and composed to portray your achievements in an energetic and engaging way.

9. Carefully Edit & Proofread

Don't forget to carefully proofread your resume before submitting it. A resume that's easily readable and free of errors will make you look more professional. Ask a friend or family member to read your resume as well.

2. Add Relevant Links

If you don't have a lot of work experience but have a portfolio of relevant work you can show to a hiring manager, include links to a personal website and/or online portfolio in your resume header. Also, consider including a link to your LinkedIn profile to help the hiring manager get a better sense of your professional presence.

4. Include Work Experience

While your work experience may not relate to the jobs you're applying for now, it's still important to show hiring managers that you can complete tasks effectively and develop new skills. Include any internships or jobs where you can highlight skills or experiences that are transferable across jobs.

6. Quantify Wherever Possible

Illustrating your skills and abilities with real-world, numerical achievements can put you 10 steps ahead of candidates with the same skill set, so make sure to do it wherever possible. For example, you might say that you increased sales by 20% over a six-month period or that you helped 50 customers daily at your retail job.

8. Showcase Your Skills

If you're struggling to showcase your skills through relevant experience, you could always add a separate "Skills" section to your resume. Add in your strongest skills that would help you perform well in the job you're trying to land. Remember to use language from the job description when including skills. Don't forget about soft skills, too!

