

YOUR RESUME TOOLKIT

Your resume often makes your first impression at a new company, make sure it's a good one with these tips and tools.



Carex Consulting Group

RESUME FORMATTING

CONSISTENCY

Make sure that your headers, bullet points, and indentations are consistent throughout the entire document.

CLEAN & SIMPLE

Keep the formatting clean and easy to read by using a san-serif font like Ariel or Calibri, and easy to see headers.

CONTENT BASICS

TIMELINES

Use present tense verbs for the role you're currently in, past tense for everything else.

Make sure it's clear what responsibilities are associated with which roles.

GRAMMAR MATTERS

Triple check your spelling and punctuation.

Start bullet points with strong action verbs and don't put periods at the end of bullet points.

<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

NEXT LEVEL

VARY YOUR VERBS

Keep it interesting by using a variety of verbs to describe your responsibilities and accomplishments.

DITCH THE JARGON

Translate any company or industry specific language and acronyms into more generic terms. If you're not sure what to change, have a friend or family member read your resume to provide feedback.

ADVANCED

ADDED DETAIL

Include a professional summary and technical skills overview; for a leadership role, call out your leadership core competencies.

SPECIALIZED CONTENT

Cater your experience to the job you want, not the jobs you've had.

Review the verbs used in the job description you're applying for (or others that are similar) and use them to describe your past experience.

EPIC

Epic specific tips for making your resume less Epic focused

DO take out the word "Epic" from your bullet points.

DO call people in the hospital using the system "end users".

DON'T use INIs.

DON'T mention your application by name too many times, people outside of Epic don't know what the names are referring to. Say "application" instead.

DON'T use customer organization names.