Resume Tips

Do:

1. Tailor your resume for the job to which you are applying. Use the job posting and the employer's website as sources for tailoring your application materials.
2. Review your resume for verb tenses. Former job duty verbs should end in past tense and you should use present tense for your current job duties.
3. Use verbs in your job descriptions! Highlight the actions you took and achievements.
4. Add dates, either years of employment or months and years (if it is relevant, such as with an internship).
5. If using acronyms, be sure to spell it out the first time, especially if they are company or industry specific.
6. Use a consistent format so it is easy to read - include job title, company name, company location, and dates of employment.
7. Highlight how your experience qualifies you for the job to which you're applying.
8. Always be honest – don't exaggerate your qualifications.
9. Save your resume as a pdf before uploading - this ensures formatting integrity.
10. Ask professionals in your profession, a career advisor, or grammar savvy friend(s) to review. The more eyes on it, the better. Be detail-oriented.
11. Always spellcheck, but double check the spellcheck too.
12. Create a repository resume that includes all of your experience. You can pull information from your repository resume to create individualized resumes specific to the jobs to which you are applying.
13. Consider volunteer experience, organizations you participate in, or personal accomplishments that relate to the job.
14. Your resume is a living document; make sure to keep it updated.
15. Include a link to your LinkedIn profile, if you have a LI profile.
16. Whenever possible, quantify your experience to show the scope of your achievements and duties.
17. Generally a resume should be two pages (some employers, such as CU Boulder, accept three pages) for positions with which you are highly qualified and one page if you are early in your career or have limited experience in the field.
18. Use bullet points for listing descriptions of your accomplishments, skills and duties, instead of writing the information in paragraphs. Make sure to prioritize each list from most important to least important and feel free to use applicable language from the job posting to show how your experience matches. Limit bullet points to 5-6; if you have more, consider creating sub-sections.

Do Not:

- Do not add your picture.
- Do not add personal information such as date of birth, gender, and ethnicity.
- Do not add hobbies, unless they are relevant to the job.
- Do not condense it to one page if you have valuable experience that requires another page.
- Do not use multiple fonts.
- Do not refer to yourself in the third person.
- Do not use obscure industry jargon.

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Instructions for the Internal Career Portal

Internal employees and temps at CU Boulder should apply and navigate to jobs through our internal website. Applying through the external profile will create duplicate profiles which can cause issues with our payroll system.

Internal Job Board:
1. Log into the MyCUInfo Portal.
2. Navigate to 'CU Resources', if needed.
3. Click on 'CU Resources Home' at the top of the page for the dropdown menu.
4. Select 'Business Tools'.
5. CU Boulder Jobs.
6. You will be prompted for your IdentiKey login at this point.
   a. Once logged in, you can search for jobs OR go to 'My Profile' to view submitted applications and their related status.

Alternatively, you can bookmark this link:
https://colorado.avature.net/internaljobs

The internal career site will show positions open to the public, as well as those only open to current employees.