



EY tips for your resume

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With an employer on average spending just 30 seconds reading a resume, it's important to make every word count. Here are some tips to help you craft an effective resume that stands out.

Length

Your resume should be approximately one page. There are no universal rules around this; however, your ability to communicate concisely and impactfully will be viewed as a positive attribute.

Format

Choose a format that's easy to read and where you can present your information in a logical, visually clear and engaging way.

Writing style

Craft your statements with action-oriented verbs. We prefer simple, direct statements over long, complicated ones.

Objective

An objective statement is great for encapsulating who you are and what you're looking for professionally. Try to be as specific as you can.

Key words

Use key words, terms and phrases that reflect your skills and credentials, as well as those that align with a role, industry or field of work.

Acronyms

Spell out the term or phrase in its first appearance on your resume, followed by its acronym in parentheses. Following that, the acronym can be used alone.

Customization

Carefully read the requirements of the position. Consider customizing your resume and application to the role you're applying for and prioritizing your relevant education, experiences, skills and references.

Review

Check that your resume is error free, including grammar, spelling, punctuation, typography, etc. Have someone you trust or a professional review it.

Iteration

Treat your resume as an evolving and dynamic document, something to be continually updated and refined. Think of it as an overall career-building piece of work, not just as something used when job searching.