

Resume & LinkedIn Refresh Toolkit

Looking for a job can be overwhelming, but your resume and LinkedIn profile are powerful tools to get noticed. This toolkit will walk you through updating both, so you're ready to stand out in today's competitive job market.

1. Resume Refresh

- Keep it to 1-2 pages max.
- Start with a strong professional summary (3–4 lines).
- Use bullet points to list accomplishments, not just tasks.
- Start each bullet with an action verb.
- Quantify achievements when possible (e.g., "Managed a \$1M budget").
- Tailor your resume to each job posting using keywords.
- Avoid outdated formatting — use clean fonts like Calibri or Arial.

2. LinkedIn Profile Tips

- Use a professional photo (headshot with a clean background).
- Write a compelling headline — go beyond your job title.
- Your “About” section should tell your story and showcase your value.
- Fill out all job experiences with descriptions.
- Ask for recommendations from colleagues and supervisors.
- Follow companies you're interested in and engage with industry content.
- Use the “Open to Work” feature discreetly or publicly.

3. Final Tips & Tools

- Have a friend or mentor proofread your resume.
- Save resumes as PDFs unless otherwise instructed.
- Use tools like Jobscan to optimize your resume for ATS.
- Keep a master resume with all your experience, then tailor per job.
- Update your resume every 3-6 months, even if you're not actively job seeking.