



How to Write a Modern Resume

A Guide for Today's Job Market

Craft the perfect resume for today's job market with these expert tips.

BY

RATE MY RESUME

HOW TO Write a Modern Resume

Crafting a modern resume can feel overwhelming, whether you're a recent graduate or an experienced professional looking to pivot into a new industry. The key is to strike a balance between showcasing your accomplishments, aligning with industry standards, and standing out from the competition.

Here's how to create a resume that not only gets noticed but also gets results.



Pro-Tip

Use tools like Rate My Resume's [Fix My Resume](#) feature to refine your experience section and align it with best practices.

RATE MY RESUME

1.Show Results, Not Responsibilities

Highlight measurable accomplishments instead of generic duties. Use numbers and specific outcomes

Example:

Before: "Reported sales team results."

After: "Built a buyer network generating \$6.3M in revenue."

2.Let Your Personality Shine

Recruiters hire people, not just skills. Show what makes you unique with sections like strengths, volunteer work, or hobbies.

Example:

"Persistent—Secured a 20% increase in repeat business through client relationship building."

3. Brevity is Key

Capture attention with concise language. Tailor your summary and experience for the job description.

Example:

"Investigative Journalist with 8+ years in public health reporting, awarded 'Outstanding Reporting' for COVID-19 coverage."

4. Speak the Recruiter's Language

Analyze job descriptions for keywords and integrate them naturally into your resume

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"Investigative Journalist with 8+ years in public health reporting, awarded 'Outstanding Reporting' for COVID-19 coverage."

5. Make Your Resume Reader-Friendly

Analyze job descriptions for keywords and integrate them naturally into your resume

Examples of Layouts:

- Chronological: Career growth focus
- Functional: Skills-focused
- Hybrid: Best of both

Your Modern Resume Checklist ✓

- ☐ **Performance Focus:** Highlight data-backed achievements.
- ☐ **Add Personality:** Showcase values and human touch.
- ☐ **Keep It Brief:** Make every word count.
- ☐ **Targeted Content:** Align with the job using keywords.
- ☐ **Clean Design:** Clear sections, logical flow.



Pro-Tip

- ✓ Use the Match My Resume tool from Rate My Resume to evaluate and optimize your resume against target job descriptions.

YOUR RESUME, YOUR STORY

Your resume is more than just a document—it's your ticket to new opportunities. Make it count by showcasing your unique value, aligning it with today's hiring trends, and keeping it concise and compelling.



Let Rate My Resume help you stand out and land your dream job!

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