

# HOW TO **REVISE** YOUR **RESUME**

- **Revise Regularly:** Update your resume yearly and after every significant career milestone.
- **Quantify Achievements:** Use the "action verb + task + metric" format for impactful work experience bullet points.
- **Cut the Fluff:** Remove irrelevant or outdated information to maintain a sharp, focused resume.
- **Keep It Concise:** Aim for a one-page resume, prioritizing the most relevant and recent information.
- **Proofread Twice:** Ensure professionalism by thoroughly proofreading to eliminate any typos or errors.

# Revising Your Resume

**Heather M. Couch**



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