

Resume kit guide

Choose a structure and make the content yours

Start with the resume that puts your strongest relevant evidence first. Replace every sample detail, then review the Word file and exported PDF before sending either. This kit provides editable examples, not claims about a real applicant or a guarantee of hiring results.

Choose your starting file

File	Use when	Keep the emphasis on
Modern resume	Recent work is your strongest evidence	Relevant responsibilities, decisions, and results
Graduate resume	Projects or study best support your application	Your own contribution and the work produced
Cover letter	A letter is requested or adds useful context	Why this role and one or two specific examples

The one-page examples are a starting point. Add a page when your relevant evidence needs it and the employer permits it. Remove weak or repeated content before changing font size. For an academic CV or a field with a required application format, use the requested structure instead.

Replace the fictional information

Jordan Ellis, Avery Morgan, the schools, employers, projects, and results are fictional. The example.com email addresses and 555 phone numbers are illustrative. Replace them with your own accurate contact details. Keep only a city and state if a full street address is unnecessary.

- Check the name, role line, contact line, employers, dates, education, project labels, and every number. Update both the resume and letter.
- Delete an example section you cannot support. Add only skills you can explain or demonstrate, at the level you actually use them.
- Remove the illustrative footer after every sample detail has been replaced. In Word, open the footer area and delete its text.

Tailor the order before rewriting

Read the job posting and choose the responsibilities you can support with evidence. Put the most relevant examples near the top of each section. Use the employer's terminology when it accurately describes your experience; do not add requirements you do not meet or repeat keywords without context.

Keep an untouched copy of the kit. Save your working version with a useful name such as Jordan-Ellis-Operations-Resume.docx, and keep a note of the role and date so you can find the right version later.

Write evidence that a reader can follow

Use specific work and honest scope

A useful bullet explains what you did, the setting or scale, and why it mattered. It does not need a percentage. A clear handoff, a documented process, a completed project, or a useful analysis can show your contribution without a numerical result.

Build each example from your own notes

- Name the work. Replace a vague claim such as 'helped with reporting' with the report, process, or decision you supported.
- Explain your contribution. Distinguish work you owned from work you supported with a team. Use 'contributed to' when that is the accurate scope.
- Add a result you can support. State the period and comparison if you use a number. Leave out confidential customer details and internal records.

Rewrite a general statement

General statement: Helped organize project files and improved efficiency.

More specific example: Organized a shared project folder by client and delivery date, and wrote a naming guide so the team could find current files without asking the coordinator.

This example is also fictional. Use it to see the level of detail, then write a statement about your own work. If you cannot verify a claimed improvement, describe the work and its intended use rather than inventing a result.

Describe projects with the same care

For a course, independent, or volunteer project, name its context and your role. Explain the question, tools used, and output. Say when data is fictional or public. A workbook, short memo, or presentation is a concrete output; 'passionate about analytics' gives the reader less to assess.

Include a portfolio link only if it works, belongs to you, and can be shared publicly. Check permissions, file names, and any personal or confidential information in the linked work. You do not need to add a portfolio URL simply because a template has space.

Make the letter add useful context

Keep the matching name and contact treatment. Replace the employer and role, explain your actual reason for applying, and develop one or two examples rather than repeating every resume bullet. Verify anything you say about the organization against its posting or public materials. Use a named recipient only when you know it is correct.

Read the letter aloud once. Remove sentences that could describe almost any employer or applicant. Close with a simple invitation to discuss the role; do not promise results you cannot know.

Edit the layout and check the files

Review both the editable version and the export

Use the built in styles

In desktop Word, open Home and the Styles pane. Select a paragraph to see its style; modify the style to update matching paragraphs. Menus vary across Word versions, operating systems, and Word for the web.

Style	Purpose	Editing guidance
Title and Subtitle	Name and role line	Keep the name prominent and the role concise
Heading 1	Resume section headings	Use descriptive headings and consistent spacing
Entry and Organization	Role, date, and employer	Keep the single tab before the date
Resume Bullet	Experience and project evidence	Add a paragraph in the same style

Dates use a right tab stop. Turn on paragraph marks to see the tab. If a long title or date wraps, adjust the tab stop or put the date on a separate line. Keep the body type readable.

Check the Word file

- Review every page in Print Layout. Check headings, bullets, dates, contact details, page breaks, and the footer. Remove an empty final page by inspecting extra paragraphs or breaks.
- Run spelling and grammar checks, then read the text yourself. Verify dates, school and employer names, links, and every stated result.
- Resolve comments and tracked changes before sharing. Use Word's inspection features where available to review document properties and hidden information.

Export and inspect the PDF

Use Word's Save As or Export option for PDF when available. Reopen the saved PDF and read every page. Check the page count, last bullet, and contact line. Copy the text into a plain text editor to inspect reading order, and test clickable links.

Follow the application instructions

Send the file type requested by the employer. A simple single-column layout and ordinary text can make review easier, but this kit has not been validated against every applicant tracking system. No template guarantees parsing, ranking, an interview, or acceptance. Check any application preview and correct fields the system reads incorrectly.

Before sending, check the filename, attachment version, sample details, and consistency between the resume and letter. Keep the editable Word file and the exact PDF you submitted together.