Résumé Refresh

You do not always need a brand-new résumé. Sometimes you need a clearer, stronger version of the one you already have.

Your résumé should make it easy for an employer to see the experience, skills, and results that connect to the job you want next.

How to use: Scan your résumé with Step 1 and check each item that is already done. Then rewrite your weakest bullets in Step 3.

STEP 1 Give your résumé a 60-second scan

CONTACT

- [ ] Current phone number
- [ ] Professional email
- [ ] City and state (enough for most uses)

FOCUS

- [ ] Target role is clear
- [ ] Most relevant experience is easy to find
- [ ] Old or unrelated details do not take over the page

EXPERIENCE

- [ ] Bullets explain what you did
- [ ] Strong action words
- [ ] Results, accuracy, service, or improvements when known

SKILLS

- [ ] Skills match the role
- [ ] Software and tools are specific
- [ ] No vague filler just to take up space

EDUCATION & CREDENTIALS

- [ ] Current school or degree information
- [ ] Relevant certifications or licenses
- [ ] Dates and names are accurate

FORMAT

- [ ] Consistent dates and spacing
- [ ] Readable font and headings
- [ ] No crowded paragraphs or unnecessary graphics

STEP 2 Strengthen weak bullets

A job duty tells what you were responsible for. A stronger bullet shows the action you took and, when possible, the result.

> **Example:** Instead of "Responsible for answering phones," try "Responded to customer calls, answered routine questions, and routed requests to the correct team member."

Rewrite What Matters

Use a simple formula: Action + What you did + Result (when you know it).

STEP 3 Rewrite three bullets

Bullet 1

Original bullet _____

Stronger version _____

_____

Bullet 2

Original bullet _____

Stronger version _____

_____

Bullet 3

Original bullet _____

Stronger version _____

_____

STEP 4 Use the relevance filter

> **Ask:** "Does this information help an employer understand why I could do this job?" If yes, make it easy to find. If no, shorten it, move it, or leave it off.

STEP 5 Final refresh checklist

- [ ] I tailored the résumé toward the kind of role I want.
- [ ] I used plain language and strong action words.
- [ ] Dates, company names, job titles, education, and certifications are accurate.
- [ ] I saved a clean PDF with a professional file name.
- [ ] My strongest and most relevant information appears early.
- [ ] I did not exaggerate titles, duties, results, or credentials.
- [ ] I removed spelling errors and inconsistent formatting.
- [ ] I kept a master copy so I can tailor future versions.

STEP 6 My next update

The first section I will improve is

NEXT STEP: Compare your résumé with the job posting and make the clearest connections easy to see.

Up next: Resource 6 — Before You Apply: Job Search Quick Check

Educational resource only. Thrive Forward does not guarantee employment, interviews, or job placement.