

confidence  
clarity  
purpose  
impact  
growth  
guidance



# INSPIRE TO EXCEL

## CAREER SERVICES

Empowering women to achieve *authentic* success™

### Resume Tailoring Template: Align Your Experience with the Opportunity

A tailored resume shows employers how your unique value matches their needs. Use this template to customize your resume strategically for each opportunity, highlighting your most relevant achievements and expertise.

#### Position Analysis

- Identify the job title and company
- List 3-5 key requirements from the job posting

#### Professional Summary Customization

- Revise your standard summary to emphasize relevant experience
- Incorporate keywords from the job posting

#### Experience Section Alignment

- Choose achievements that match the job requirements
- Quantify results and impact using metrics
- Tailor bullet points to highlight transferable skills

#### Skills Section Updates

- Prioritize must-have skills from the job posting
- Showcase your matching or transferrable expertise
- Order skills by relevance to the position

#### Key Reminders:

- Mirror key job posting language
- Lead with relevant achievements
- Quantify results when possible
- Stay authentic and truthful

---

Ready to make your resume stand out? Learn about our resume services at <https://www.inspiretoexcel.com/services>. **Let's get growing!**