



Job Seeker Resources: Resume

Resume building tools

- Step-by-step resume builder: [Alliance Resume Builder | Markle](#)
- Indeed resume builder: [Free Resume Builder - Create & Download Easily | Resume.com](#)
- Free resume builder with AI assistance: [Grammarly: Free AI Writing Assistance](#)
- Copilot: [Microsoft Copilot: Your AI companion](#)
 - (Enter work history and request a ATS friendly, achievement-based resume. Limit personal information)

Tips:

- *Build an achievement-based resume:* highlight accomplishments in past jobs and can include volunteer/non-work experience
- *Create an ATS friendly resume:* this helps with AI review tools that companies often use to initially review resumes
- *Use a Microsoft Word resume to apply to online jobs:* this format is more easily readable for AI review tools
- *If using an AI tool, be aware of what personal information is entered:* be mindful of what information is provided to online tools. Some information is kept private while
- *Have multiple versions of your resume:* create different formats for online applications and in person presentations. Consider adjusting your resume based on the type of job you are applying to.

Resources

- [How to Write a Resume | Resume Target Blog – Professional Resume Writing Services](#)
- [How To Write an Achievement-Based Resume \(With 65 Examples\) | Indeed.com](#)