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managed, or presentations you've given—all of these are things you can't do well without significant soft skills. Because you're not directly saying, "Hey, I have strong leadership skills," it might feel like it's not obvious enough or that recruiters will overlook it. After all, we just mentioned the dangers of being vague! But there's no need to worry—any recruiter or hiring manager will pick up on these cues.

How detailed should my job responsibility descriptions be on my resume? Your job responsibility descriptions should be as detailed as possible—but remember that everything has to fit on one page. Make sure everything aside from your job responsibilities and your career statement is organized into space-saving lists so you can dedicate as many words as possible to your work experience section. Refer to some resume examples if you need to. And you can't cheat by making the font smaller, so don't try!

Can I use bullet points to list my job responsibilities? Yes, bullet points are the most common resume format for the job responsibilities section. They're convenient because you don't have to write in full sentences, which means more room for the most important information. They're also super clear and easy to read, so there's less chance something will get overlooked by the reader.

How can I tailor my job responsibilities on my resume to the job I'm applying for? Tailoring your job responsibilities is all about paying attention to the job listing and pinpointing the skills and experience the employer cares about most. Then, all you have to do is incorporate those skills into your job responsibilities. Of course, this takes more time than not tailoring your resume at all, but on the bright side, it isn't too difficult.

What if I don't have many responsibilities in my current role? This is a problem many people face when building a resume. Every job description you read seems to want way more than you have to offer. But don't feel disheartened—employers always ask for more than they really need. All you need to do is present the skills and experience you have in the best way possible and draw on transferable skills, personal projects, charity work, hobbies and interests, or anything else you can think of if you run out of things to say.

Is it acceptable to modify job titles and responsibilities to match the job I am applying for? It's always acceptable to modify—as long as it doesn't turn into a lie. Changing the phrasing of a few things or shifting the focus is just another way of highlighting what's most important to the employer. As long as you don't end up claiming to have skills and experience that you genuinely don't have, it's fine.