

Tailor your resume, because no great story ever started with a generic introduction. - Unknown

REMEMBER: Tailoring your resume helps you stand out by showing how your experiences align with the employer's needs. Instead of sending the same resume to every job, you can make small changes that make a big difference—and get more interviews!

STEP 1: START WITH A MASTER RESUME

Your master resume is a comprehensive list of your experience, skills, and education. It's not tailored—yet!

Excerpt – Sam Husky's Master Resume:

ABC, Inc., Portland, ME

Human Resource Intern

Sep 2025 – Jan 2026

- Supported the recruitment and hiring of eight new employees alongside the HR Director
- Maintained and updated ADP records, including employment status, benefits, and performance
- Managed multiple tasks and deadlines in a fast-paced HR environment
- Performed applicant screening, background checks, and reference calls using ATS (Kronos)
- Ensured candidate communication and status updates throughout the hiring process
- Participated in event planning for staff, including holiday parties and lunch-and-learns
- Co-developed and co-facilitated onboarding and professional development trainings
- Demonstrated active listening, empathy, and professionalism in addressing employee concerns

STEP 2: REVIEW THE JOB DESCRIPTION

Look for keywords (words that repeat), required skills, and job duties. Highlight, underline, or use a word cloud.

Excerpt – Job Description for HR Assistant:

Key Responsibilities:

- Assist with **recruitment and hiring**, including posting jobs, screening applicants, and scheduling interviews
- Maintain and update **confidential employee records** using **ADP and Kronos**
- Support **employee onboarding and training coordination**
- Create internal **communication campaigns** and support **employee engagement events**
- Collaborate with **cross-functional teams** and serve as a **point of contact with empathy and professionalism**
- Contribute to creating an **inclusive, respectful, and supportive workplace culture**
- Organize and track participation in **professional development sessions**

Required Qualifications:

- Currently pursuing or recently completed a Bachelor's degree in Psychology, Human Resources, or related field
- Experience building trust and relationships through **clear, tactful communication**
- Demonstrated ability to **maintain confidentiality** and **collaborate with interdisciplinary teams**
- Experience developing **empathetic, supportive connections** with individuals from **diverse backgrounds**
- Familiarity with **social media marketing** and **digital communication strategies**
- Proficiency with **MS Office**; exposure to **ADP** and applicant tracking systems (ATS) such as **Kronos**
- Strong **organizational skills** and ability to manage **multiple tasks and deadlines**
- Demonstrated initiative, reliability, and a commitment to **inclusive practices**

STEP 3: CUT & TAILOR THE RESUME

Choose experiences from your master resume that match the job description—and rewrite them using the employer’s language. Remove any bullet statements that don’t support this particular role.

BEFORE & AFTER; A Few Examples

From Master Resume:

- Performed applicant screening, background checks, and reference calls using ATS (Kronos)
- Co-developed and co-facilitated onboarding and professional development trainings
- Participated in event planning for staff, including holiday parties and lunch-and-learns
- Maintained and updated ADP records, including employment status, benefits, and performance
- Ensured candidate communication and status updates throughout the hiring process

Tailored Resume Version:

- Managed job postings, screened applicants, scheduled interviews, and maintained candidate communication
- Maintained confidential employee records in ADP and Kronos systems
- Supported employee onboarding and training coordination
- Assisted with internal event planning, including holiday parties and weekly lunch-and-learns
- Communicated clearly and professionally with candidates to provide timely status updates throughout the hiring process

Tailoring Tips:

What to Look For	How to Tailor
Keywords (e.g., “confidential,” “Kronos,” “communication”)	Use these exact words in your resume
Job duties you’ve done	Describe your experience using the employer’s terms
Values (e.g., empathy, collaboration)	Show where you demonstrated these qualities
Technology tools	Mention your experience with the same platforms

HOW TO CREATE THE PROFESSIONAL HIGHLIGHTS SECTION

This section can remain blank on your master resume until you have to create a tailored resume. The Professional Highlights section should reflect how you have met the Required Qualifications listed in the job description. This section gives employers a quick overview of how you're qualified for the role.

To create your Professional Highlights section

1. Start with the job or internship description. Focus especially on the Required Qualifications section.
2. From your master resume, pull out 5–7 key strengths, skills, traits, or experiences that match the qualifications. You can go up to 10, but keep it concise.
3. Use bullet points to make this section easy to scan.
4. Overlap is okay. Some highlights may repeat information from other resume sections – employers want to know where and when you learned a skill, ability or knowledge.
5. Include special strengths. This is a great place to mention language skills, tech tools, or values like empathy and collaboration.



Required Qualifications:

- Currently pursuing or recently completed a Bachelor's degree in Psychology, Human Resources, or related field
- Experience building trust and relationships through clear, tactful communication
- Demonstrated ability to maintain confidentiality and collaborate with interdisciplinary teams
- Experience developing empathetic, supportive connections with individuals from diverse backgrounds
- Familiarity with social media marketing and digital communication strategies
- Proficiency with MS Office; exposure to ADP and applicant tracking systems (ATS) such as Kronos
- Strong organizational skills and ability to manage multiple tasks and deadlines
- Demonstrated initiative, reliability, and a commitment to inclusive practices

Example Professional Highlights:

- Psychology major, graduating May 2026
- 4+ years building trust through clear, respectful communication
- Team collaborator who maintains confidentiality
- Experience working with diverse populations using empathy and professionalism
- Knowledge of marketing and communication strategies
- Familiar with ADP, Kronos & MS Office; experienced in onboarding and hiring
- Skilled organizer with the ability to navigate multiple tasks
- Committed to an inclusive and respectful workplace culture
- Fluent in Spanish (verbal and written)

PUT IT ALL TOGETHER: FINAL TAILORED RESUME (SNAPSHOT)

Professional Highlights

- Psychology major, graduating May 2026
- 4+ years building trust through clear, respectful communication
- Team collaborator who maintains confidentiality
- Experience working with diverse populations using empathy and professionalism
- Knowledge of marketing and communication strategies
- Familiar with ADP, Kronos & MS Office; experienced in onboarding and hiring
- Skilled organizer with the ability to navigate multiple tasks
- Committed to an inclusive and respectful workplace culture
- Fluent in Spanish (verbal and written)

Internship Experience

ABC, Inc. – Human Resource Intern

- Managed job openings, screened applicants, scheduled interviews, and updated candidates throughout the process
- Maintained confidential employee records in ADP and Kronos systems
- Supported employee onboarding and training coordination
- Assisted with internal event planning, including holiday parties and weekly lunch-and-learns
- Communicated clearly and professionally with candidates to provide timely status updates

SUMMARY

Tailoring your resume helps you stand out by clearly showing how your skills and experience meet the employer's needs. Use your master resume to create a focused version for each opportunity:

1. Identify keywords and key responsibilities in the job description
2. Align your experience with their needs
3. Use the employer's language to describe your strengths
4. Keep each section relevant and concise