

It's All About Relevancy & Alignment

(updated July 1, 2025)

Creating a resume that gets noticed isn't just about listing what you've done - it's about clearly showing how your skills and experience connect to the job you're applying for. Employers want to find that connection quickly and easily. Here's how you can help them do that:

What Employers Want You to Know:

1. **They're busy.** Many hiring teams are short-staffed and juggling multiple responsibilities.
 2. **They see a lot of resumes.** You're not the only applicant, so standing out (in the right way) matters.
 3. **Hiring is a high-stakes decision.** Choosing the right candidate impacts the whole team or company.
 4. **The job description is their checklist.** It outlines the skills, experience, and qualifications they're seeking.
 5. **They know there's no "perfect" candidate.** But they're looking for the best fit - someone who clearly aligns with the role.
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How You Can Stand Out:

1. **Keep your resume clean and professional.** Use a simple layout. For most students and recent grads, one page is enough - unless you're applying to grad school or for a scholarship.
2. **Study the job description.** Identify 3-5 key skills the employer emphasizes. Use tools like AI to help.
3. **Compare and align.** Review your resume against those 3-5 top skills. Where are the overlaps? What's missing? Adjust as needed.
4. **Tailor your resume.** Show - don't just tell - how your education, skills, or experiences match the job. Make the connections obvious.
5. **Put your best stuff at the top.** Start with the most relevant sections for *that specific job* - you can (and should) rearrange headings based on what matters most to the employer.
6. **Add a "Key Skills" section near the top.** Include both technical/hard skills and transferable/soft skills. Rather than listing buzzwords, write a short phrase or sentence showing how you've applied the skill in real life (in a class, job, or organization).
7. **Your goal:** Make it easy for the employer to see that you're a strong match - not just in qualifications, but in potential.

ONLY A. SAMPLE

Anyplace, KY 42xxx
(555) 555-55xx imasample@gmail.com

EDUCATION

Western Kentucky University- Bowling Green, KY

Anticipated Graduation – December 20xx

- Bachelor of Science, Accounting

EMPLOYMENT EXPERIENCE

Floor Employee, Fred's Warehouse: Anyplace, KY (June 20xx – Present)

- Received training on slide gate assortment
- Repaired and replaced parts on conveyer system for UPS implementation
- Assisted in counting warehouse inventory

Self-Employed, Handy Man Services (May 20xx – August 20xx)

- Received and implemented training on how to stain decking surfaces
- Prepared the materials that were needed each day
- Managed other employees on their tasks for the day

INVOLVEMENT

Member, Gamma Alpha Alpha Alpha Fraternity (January 20xx – present)

- Served on the Parent Relations Committee
 - Organized parent involvement in on-campus events
- Member and Coach of Tug Team
 - Facilitated several men through practices and event day of
- Member of the Greek Week Committee
 - Organized fraternity members for week-long events consisting of a dance competition, Tug, campus-wide blood drive, and canned food donations
- Contributor to overall *Jason Excellence Award*
- Contributor to Academic Excellence Chapter Award
- Participant, Homecoming Comedy Performance
 - This event contributed to Prevent Child Abuse America organizational fundraising

COMMUNITY SERVICE

- Volunteer, Southern Christian Church Food Packing Services
- Fundraiser, Johnson Brown Alzheimer's Research Center, Dallas, TX

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RELEVANT SKILLS

- **Financial Analysis** - Understanding of financial statements including processing invoices, posting payments, and reconciliation.
- **Accounting Information Systems** – Familiarity with bookkeeping software including Quickbooks, Excel, and ERP systems.
- **Attention to Detail** – Meticulous in identifying errors in the books that have already been prepared. Maintain accurate financial records and files.
- **Transactions** – Knowledge of how to record journal entries, adjust T accounts, and reverse entries. Maintain general ledger with monthly and yearly close out of records.
- **High Level of Integrity** – Willingness to ask for help when needed; to report issues or concerns to supervisor; admit mistakes when they happen.
- **Professionalism** – Have shown excellent attendance and punctuality throughout academic and work-related job; dedicated to going above and beyond what is expected.

RELEVANT COURSEWORK

• Introduction to Accounting	• Intermediate Financial Accounting	• Intermediate Financial Accounting II
• Financial Data Modeling	• Principles of Finance	• Managerial Cost Accounting

RELEVANT VOLUNTEER EXPERIENCE

Student Volunteer, Western Kentucky University Center for Financial Success

- Volunteered an average of 2 hours per week for 2 years.
- Conducted one-on-one financial counseling sessions with college students (~ 75 students).

EMPLOYMENT EXPERIENCE

Floor Employee, Fred's Warehouse: Anyplace, KY (June 20xx – Present)

- Repaired and replaced parts on conveyer system for UPS implementation.

Self-Employed, Handy Man Services (May 20xx – August 20xx)

- Prepared and organized necessary materials to minimize delays and maximize productivity,

INVOLVEMENT & COMMUNITY SERVICE

- Gamma Alpha Alpha Alpha Fraternity (3 years)
- Volunteer, Southeast Christian Church Food Packing Services.
- Fundraiser, Bike4Alz – helped fundraise over \$145,000 for Alzheimer's Disease Research.

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Potential Relevant Headings

(Determined by your major and/or targeted job)

Relevant Skills

Internships

Relevant Volunteer

Certifications

Academic Projects

Coursework

Clinical Hours

Career-Readiness



EMPLOYMENT EXPERIENCE

INVOLVEMENT

COMMUNITY SERVICE