10 TIPS TO MAKE YOUR RESUME STAND OUT

UX RESUME WRITING TIPS

Be clear on your role

Do NOT mix job titles. If you are applying for UX Design jobs, call yourself a *UX Designer*, not *UX/UI Designer*, or *UX Designer and Researcher*.

Be clear on the project scope

Whether it is redesigning a mobile app, or building a web from 0 to 1, be super clear about the project scope and highlight the complexity.

Use bullet points

Avoid long paragraphs and use bullet points. Pay attention to the visual hierarchy. Help the viewer capture key information with a quick glance.

Focus on your most relevant professional experience

If you are a fresh grad or changing career from a different background, put your most recent UX project experience at the top, instead of academic or non-UX career experience.

Frame your past experience to support your current role

Try to use UX language to explain your past professional experience, especially for any creative process. Frame your past experience as relevant as possible, to contribute and support your application.

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Highlight your soft skills

Explain how you collaborate with other team partners, like engineer, PM, and researcher, etc. As most jobs will require the candidate to work in teams, don't only focus on hard skills.

Use action verbs

Use strong, action verbs to highlight your experience and accomplishments. See examples in page 3.

Demonstrate your impact with data

Has your product launched? Have you run any experiments, or user testings? If the answer is YES, make sure to include critical data to communicate your impact. Demonstrate how your design has successfully solved the user problem and/or achieved the business goal.

Include your portfolio link and contact info

Put your portfolio link and contact information at the top of your resume. Make sure they are easily accessible.

Tailor your resume based on the job post

Each job opening is different. Read the job post carefully, understand the basic vs. preferred qualifications. Reflect the keywords in your resume.

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Creative experience

Brainstormed
Conceptualized
Designed
Prototyped
Redesigned
Researched
Strategized
Storyboarded
Transformed
Visualized

Accomplishments

Achieved
Drove
Established
Exceeded
Founded
Improved
Launched
Steered
Streamlined
Strengthened
Tested

Communication

Collaborated
Conveyed
Convinced
Documented
Instructed
Performed
Presented
Spoke
Trained

Responsibilities

Accomplished
Analyzed
Built
Created
Delivered
Developed
Executed
Expanded
Implemented
Organized
Simplified

Leadership

Aligned
Arranged
Cultivated
Directed
Empowered
Enabled
Ensured
Formalized
Fostered
Hired
Identified
Integrated
Leveraged
Mentored
Optimized
Reconciled
Resolved
Shaped

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