

Tips on writing a resume that stands out

Your resume is often the first impression you make on a potential employer.

To help you create a resume that highlights your strengths and helps you stand out, we've gathered insights from our expert recruiters.

Resume checklist

- Use professional fonts like Arial or Times New Roman in sizes 10–12.
- Use bullet points to clearly list your responsibilities and achievements.
- Avoid photos, graphics and overly decorative designs.
- Include clear sections for Contact Information, Summary, Experience, Education and Skills.
- Write a concise (3–5 sentences) summary that highlights your top skills and achievements.
- Tailor your summary to the role and include quantifiable results (e.g., "Increased social media engagement by 25%").
- List your degrees, institutions and any relevant coursework.
- Include industry-recognized certifications.
- List relevant tools, software and programming languages.

Once you're done, make sure to explore new opportunities.

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