Customize Resume to a Specific Job

Last Modified on 09/08/2026 6:04 am PDT

When you're applying for a job you really want, it's worth your time to customize your resume to show you're invested in the opportunity and to help you pass applicant tracking systems (ATS). Your objective is to show the person reading your resume that your skills and experiences match the skills and experiences they are looking for, not just that you have work experience and you need a job. Here are a some steps to follow to customize your resume effectively:

1. Make a copy of your resume that you can customize. Keep the original version as a baseline.
2. Read the entire job description carefully.
3. Make a list of keywords and phrases that seem to repeat or ask a generative AI tool to pull the keywords and phrases from the job description.
4. Go through the job description again and make note of anything that relates to your skills and experiences or ask a generative AI tool to pull anything that relates to the skills and experiences listed on your resume.
5. Incorporate the keywords and phrases you identified into your resume.
6. Highlight your skills and experiences that are relevant to the job.
7. Proofread your resume for errors in spelling, grammar, and formatting.

Here's an example of how this might look:

- Job description: 1-2 years of project management experience
- Current resume bullet point: Led youth group initiatives
- Revised resume bullet point: Managed 4 projects per year for youth program