

The 10-Minute Resume Tailoring Sheet

Tailoring is a fifteen-minute edit, not a teardown. Speak the role’s language back to it — using your real experience — so it clears the keyword scan and the human skim.

The 10-minute routine

- 1 Read the posting twice. Highlight every **skill, tool, and verb** it repeats — those are the words being scanned for.
- 2 List the top 6–8 below. These are your target keywords.
- 3 For each, find where your **real experience** already matches — and reword your bullet to use their term.
- 4 Move your 3–4 most relevant bullets into the **top third** of page one.

Keyword match grid

Left: the exact phrase from the posting. Right: where your resume proves it (in their words).

POSTING SAYS...	YOUR RESUME PROVES IT...

The 10-second gut check before you send

- ☐ **Swap test:** if another company’s name went at the top, would it still fit just as well? If yes, it’s too generic.
- ☐ Your top third is unmistakably for **this** role, in **their** language.
- ☐ You moved your best proof up — you didn’t invent anything new.