



Vision
with
Heart

VSP Vision Resume Tips

Thank you for considering VSP as the next step in your career journey! At VSP, we're focused on helping people learn, grow, and thrive. This guide offers practical tips to help you put your best foot forward by clearly showcasing your experience, skills, and qualifications in your resume and cover letter. We're excited to learn more about what you could bring to the team!



Resume Tips: The Fundamentals of a Strong Resume

- **Format:** Use a clear, easy-to-read structure. Stick to standard sections such as: Contact Information, Summary, Experience, Education, Skills. Photos are not recommended on resumes.
- **Length:** One page is ideal for early-career candidates; two pages are acceptable for extensive experience. Aim to keep it concise while highlighting all relevant experience. Consider adding an early career section at the end and using bullet points to outline positions and dates that you held earlier in your career if applicable.
- **Font:** Choose professional fonts like Arial, Calibri, or Helvetica. Size 10-12 is recommended. Avoid decorative fonts.
- **Layout:** Allow for white space. Use bullet points for achievements. Align sections clearly for easy scanning.
- **Contact Information:** Include your full name, phone number, professional email, and location (city, state). Double-check accuracy.
- **Professional Links:** Add relevant links such as your LinkedIn profile or portfolio. Make sure links are clickable and current.
- **LinkedIn Updates:** Update your LinkedIn profile to match your resume. Highlight recent achievements and use a professional photo.
- **Proofreading:** Review your resume for typos, grammar mistakes, and formatting issues. Ask a friend for feedback or use online tools.
- **PDF Submission:** Save and submit your resume as a PDF to preserve formatting. PDFs ensure your resume looks polished and professional every time.

Cover Letter Guidance: Your Voice Matters

- **Optional, Yet Powerful:** Cover letters aren't always required, but they're your chance to share your story. Submit one when you want to stand out, explain something unique, or highlight your skill sets in connection to the job specifications required for the role.
- **Tailoring:** Customize your cover letter for each role. Mention why you're excited about VSP and how your values align with ours.
- **Length:** Keep it short—three to four paragraphs, no longer than one page.
- **Narrative:** Tell your story. Express your motivation for applying, highlight relevant experience, and share what excites you about joining VSP. Emphasize unique skills or experiences that make you stand out, and let your personality shine through to showcase what sets you apart!
- **Mission Statement:** Include a personal mission statement to showcase your goals and how they align with VSP's values
- **Explaining Gaps:** Use the cover letter to address employment gaps or changes in your career. Be honest and positive about your growth.

Final Checklist: Make Every Detail Count

- **Clarity:** Communicate your experience and goals clearly. Avoid jargon and complex sentences.
- **Consistency:** Ensure your resume and cover letter use similar tone, formatting, and style. Match what's on your LinkedIn profile.
- **Authenticity:** Let your enthusiasm and individuality come through. We are inclusive!
- **Attention to Detail:** Double-check everything. Accurate contact information, correct dates, and flawless spelling make a great impression.

Closing: Your Next Steps

We can't wait to see your application! Remember, VSP celebrates inclusivity and creativity. Submit your resume as a PDF and feel free to include a cover letter that tells your unique story. We're here to support your journey. Good luck—you've got this!