**Thank you for your interest in AptPay! We genuinely appreciate you considering a career at AptPay.**

To make your resume stand out, consider the following tips:

Overall:

1. Keep the layout clean and easy to read, with clear section headings. Ensure font colour and size is legible and consistent throughout
2. Tailor your resume to the job description and highlight relevant skills and experience. Don’t just copy the same resume for each job. You want to highlight what experience makes you a great candidate.
3. Proofread carefully to ensure there are no spelling, grammatical or typographical errors.
4. Check dates for any academic and/or work experience and make sure they are accurate.

Objective Statement

1. If you decide to include an objective, be careful to make sure the objective aligns with the position you are applying for.

Academic History

1. Include the academic institution (including location), dates of start and/or completion; the academic program; the degree, diploma or certificate obtained or being obtained.
2. Include any certifications you have obtained or are in the process of obtaining.

Work Experience/History

1. Include all relevant experience on a resume. Don’t hope for an interview to share a great achievement.
2. Use action verbs and quantitative results to describe your accomplishments.
3. Don’t copy the posting word for word into your work experience description. Use your own words. Our HR Department prefers reviewing your applications with a human touch not a computer.

Skills

1. Tailor your listed skills to the position you are applying for.
2. Highlight any other skills you have, including knowledge of computer programs, languages etc.

If you choose to include a cover letter, consider the following tips:

1. Quantify your achievements and include specific examples of how you added value in previous roles that are relevant to the role you are applying for.
2. Ensure you check the position title and company name you are applying to.