

RESUME · 8 MIN READ

How to Update Your Resume After a Layoff

A step-by-step guide to reposition your experience, address the gap with confidence, and land interviews faster.

1. Start with impact, not duties

- Lead each bullet with a result, not a responsibility.
- Use numbers wherever possible: %, \$, time saved, scale.
- Cut anything older than 10–12 years unless it is foundational.

2. Address the gap directly

- Add a one-line "Career Note" near the top: "Role eliminated due to org-wide reduction in Q2 2025."
- Keep tone factual and forward-looking.
- Continue your story with learning, freelance, or volunteer work.

3. Tailor for ATS

- Mirror keywords from the job description in your Summary and Skills.
- Use a single-column layout, standard headings, and .docx or PDF exports.
- Avoid tables, text boxes, headers, or images that ATS parsers strip.

4. Rewrite your summary

- Three lines: who you are, your specialty, the outcome you create.
- Avoid clichés ("results-driven"). Replace with proof.

5. Final checklist

- Spellcheck, then read aloud.
- Have one peer and one recruiter review.
- Match resume claims to your LinkedIn headline and About section.