



4567 Main Street  
City, State 98052  
(718) 555-0100  
yuuritanaka@example.com  
linkedin.com/in/yuuritanaka

# Yuuri Tanaka

A resume is a document that sums up your qualifications for the job that you're applying for. Studies say that the average recruiter scans a resume for all of six seconds—so it's absolutely critical for your resume to be clear, concise, and easy to read. You don't want the recruiter to read your resume over and over again or find it really boring. First impressions matter.

State your career goals and show how they align with the job description you're targeting. Be brief and keep it

## 2019 - 2020 Design Director First Up Consultants

Writing concisely isn't an easy task, but a new feature called Editor in Word can help. You can access Editor directly from your Ribbon. Editor is free to use, but if you're a Microsoft 365 subscriber, you'll actually unlock intelligent tools that will scan your writing for advanced grammar and style refinements—conciseness being one of them.

Editor

Total Suggestions0

Corrections

Spelling

Grammar

Refinements

Clarity

Conciseness

Formality

Punctuation Conventions

Vocabulary

Settings