



Free Resource Wednesday - Week 16



UX with
Prithiv

100 UX Resume Tips





01.

Resume Strategy & Positioning

Before writing your resume, get clear about the role you want.

1. Choose a target role. Decide whether you are applying for UX Designer, Product Designer, UX Researcher, or another specific position.
2. Define your professional positioning. Make it clear what kind of designer you are and what you bring to a team.
3. Tailor your resume to each role. Avoid sending the same generic resume to every employer.
4. Prioritise relevant experience. Highlight work that aligns with the responsibilities of the position.
5. Study the job description. Identify the key skills, responsibilities, and qualifications the employer emphasises.
6. Use the job title accurately. If your experience aligns with the advertised role, reflect that positioning honestly.
7. Show your specialisation when relevant. For example, enterprise UX, accessibility, mobile products, or design systems.
8. Communicate your value clearly. Explain how your work helps users, teams, or businesses.
9. Keep your resume focused. Include information that supports your candidacy rather than everything you have ever done.
10. Maintain a master resume. Keep a comprehensive version and create targeted versions for individual applications.



02.

Resume Structure & Formatting

Make your resume easy to scan, understand, and navigate.

1. Use a clear hierarchy. Make your name, role, experience, and skills easy to locate.
2. Choose a readable font. Prioritise legibility over decorative typography.
3. Use consistent formatting. Apply the same styles to headings, dates, job titles, and bullet points.
4. Create sufficient whitespace. Avoid cramming every detail onto the page.
5. Use standard section headings. Examples include Experience, Skills, Education, and Projects.
6. Keep the layout simple. Avoid unnecessary graphics, icons, and decorative elements.
7. Use a reverse-chronological structure. For most experienced candidates, list the most recent relevant experience first.
8. Make contact details easy to find. Include a professional email address and relevant profile links.
9. Use a consistent date format. For example, Jan 2024 – Mar 2026.
10. Choose a suitable length. One page can work well for early-career designers; two pages may be appropriate when experience warrants it. Prioritise relevance over an arbitrary page limit.



03.

Professional Summary & Headline

Help recruiters understand your profile quickly.

1. Write a specific headline. Use a clear professional title rather than a vague phrase.
2. Avoid generic introductions. Phrases such as “passionate and hardworking individual” reveal little about your expertise.
3. State your relevant experience. Mention your experience level when it helps position you.
4. Highlight your strongest capabilities. Focus on skills that are relevant to your target role.
5. Mention relevant domains. Examples include healthcare, fintech, SaaS, or e-commerce.
6. Communicate your design approach. Explain how you connect user needs with product and business goals.
7. Keep the summary concise. Aim for a few meaningful lines rather than a long biography.
8. Avoid unsupported claims. Words such as “expert” and “visionary” should be backed by evidence.
9. Adapt your summary to the opportunity. Emphasise the capabilities the role requires.
10. Remove outdated objectives. Replace generic career objectives with a summary of the value you can offer.

04.

UX Experience & Responsibilities

Show what you did, how you approached it, and why it mattered.

1. List your experience in reverse chronological order. Start with your most recent relevant position.
2. Include company and role details. Make your employer, job title, and dates clear.
3. Explain the product or service. Briefly describe the context when the company or project is unfamiliar.
4. Describe your responsibilities specifically. Replace vague statements such as “worked on UX projects.”
5. Show the design process. Explain how you researched, explored, designed, tested, or iterated.
6. Clarify your individual contribution. Distinguish your work from the team’s collective output.
7. Mention cross-functional collaboration. Show how you worked with product managers, engineers, researchers, or stakeholders.
8. Include relevant research activities. Examples include interviews, usability testing, surveys, and synthesis.
9. Explain design decisions. Demonstrate the reasoning behind your work, not just the deliverables.
10. Show what happened after delivery. Mention implementation, evaluation, iteration, or outcomes where applicable.



05.

Achievements & Measurable Impact

Strong resumes communicate outcomes, not just activity.

1. Prioritise achievements over task lists. Explain what changed because of your work.
2. Use metrics when available. Examples include task completion, conversion, engagement, or usability measures.
3. Provide context for your numbers. Explain what was measured and over what period when relevant.
4. Be precise about attribution. Do not claim an entire team's results as your individual achievement.
5. Include qualitative outcomes. Research findings, user feedback, and stakeholder decisions can also demonstrate impact.
6. Describe problems you helped solve. Make the challenge and your contribution clear.
7. Show improvements to usability. Explain how your work reduced friction or helped users complete tasks.
8. Highlight business relevance. Connect design work to meaningful outcomes when evidence supports the connection.
9. Use before-and-after comparisons carefully. Include them only when the comparison is accurate and meaningful.
10. Never invent metrics. If you cannot quantify an outcome, describe the verified result honestly.

06.

UX Skills & Tools

Show the skills that matter for your target role.

1. Separate design skills from tools. Research, interaction design, and information architecture are capabilities; Figma is a tool.
2. Prioritise relevant skills. Put the most important requirements for the role first.
3. Include UX research methods you can actually use. Avoid listing methods you have never practised.
4. Mention interaction design. Include relevant experience with user flows, states, and interactions.
5. Highlight prototyping skills. Specify the types of prototypes you can create when relevant.
6. Include usability testing. Show your ability to evaluate designs with users.
7. Mention accessibility knowledge. Include relevant skills such as accessible interactions and inclusive design.
8. Include design systems experience. Explain your contribution to creating, maintaining, or using design systems.
9. List tools honestly. Include tools you can confidently use and discuss.
10. Demonstrate collaboration and communication. UX work also requires explaining decisions, handling feedback, and working across disciplines.

07.

Portfolio & Case Studies

Your resume should make it easy to explore the evidence behind your skills.

1. Include a portfolio link. Make it easy to find near your contact information.
2. Check that the link works. Test it on desktop and mobile.
3. Ensure recruiters can access your work. Avoid broken links and unexpected permission requests.
4. Feature relevant case studies. Select projects that align with the roles you want.
5. Explain the problem you addressed. Give each case study a clear starting point.
6. Show your reasoning. Explain why you made important design decisions.
7. Clarify your role in team projects. State what you personally contributed.
8. Include research and validation where available. Show how evidence influenced the solution.
9. Present outcomes honestly. Distinguish shipped work from concepts, proposals, and speculative projects.
10. Keep the resume and portfolio consistent. Dates, titles, responsibilities, and results should agree.



08.

ATS & Recruiter Readability

Make your resume understandable to both screening systems and people.

1. Use relevant keywords naturally. Include terminology that genuinely reflects your experience and the job description.
2. Spell out important terms when useful. For example, write “User Experience (UX)” on first mention.
3. Avoid keyword stuffing. Repeating skills unnaturally can hurt readability and credibility.
4. Use selectable text. Do not submit a resume that is merely an image of text.
5. Use a clean document structure. Complex layouts can sometimes cause parsing issues.
6. Be cautious with tables and columns. Some systems may read multi-column layouts in an unexpected order.
7. Avoid putting essential information only in headers or footers. Some parsers may handle these areas inconsistently.
8. Follow the requested file format. Use PDF or DOCX as specified by the employer or application system.
9. Use descriptive file names. For example, Letchumi_Devi_Product_Designer_Resume.pdf.
10. Proofread the extracted text. If possible, copy the resume text into a plain-text editor to check reading order and missing content.

09.

Global Applications & Professional Credibility

Applying internationally requires attention to local expectations and accurate information.

1. Research the local job market. Role titles and expectations can differ between countries and employers.
2. Use the language required by the employer. For English-language applications, use clear professional English.
3. Check local resume conventions. Expectations around length, photos, personal details, and formatting vary.
4. Avoid unnecessary personal information. Include only what is appropriate and requested for the application.
5. Never include sensitive identification details unnecessarily. Passport numbers, national identification numbers, and similar details do not belong on a typical resume.
6. State your location accurately. Do not imply that you already live in a country or city if you do not.
7. Represent work authorisation honestly. State your status accurately when relevant to the application.
8. Address relocation when useful. Clarify relocation plans if they are relevant and genuine.
9. Use professional contact details. Ensure your email address and public profiles present you appropriately.
10. Adapt terminology without misrepresenting experience. Use familiar local job titles where appropriate, while keeping your actual responsibilities clear.

10.

Final Review & Application Readiness

Before sending, check the details that can make or break an otherwise strong resume.

1. Proofread for spelling and grammar. Small errors can distract from your strengths.
2. Check every date. Ensure employment dates and project timelines are accurate.
3. Verify all links. Test your portfolio, LinkedIn profile, and other relevant links.
4. Remove irrelevant information. Delete details that do not support your target role.
5. Avoid unsupported skill ratings. Progress bars and star ratings rarely communicate proficiency precisely.
6. Check visual consistency. Review alignment, spacing, font sizes, and bullet formatting.
7. Read it from a recruiter's perspective. Can someone understand your profile and relevance quickly?
8. Ask someone to review it. Feedback can reveal unclear statements and missing context.
9. Tailor the final version. Check that the resume reflects the actual position before submitting it.
10. Keep improving based on evidence. Review recruiter feedback and application outcomes, then refine your resume and portfolio.



Bonus:

The 10-Minute UX Resume Audit

Before applying, ask yourself:

- Is my target role immediately clear?
- Is my professional summary relevant to this position?
- Have I highlighted my most relevant experience?
- Do my bullet points explain my contributions and outcomes?
- Have I included relevant UX skills and tools?
- Is my portfolio link visible and working?
- Does my portfolio support the claims in my resume?
- Have I used relevant job-description keywords naturally?
- Is the resume readable and easy to scan?
- Have I checked the required file format?
- Are my dates, titles, and achievements accurate?
- Have I checked spelling, grammar, and links?
- Does the resume follow the employer's application instructions?
- Have I avoided unnecessary personal information?
- Can I confidently explain every claim in an interview?

Final reminder: Your resume gets you considered. Your portfolio and your ability to explain your decisions help demonstrate how you think as a designer.