Resume Tips

~ Keep it simple & concise
~ Use correct, updated contact information

~ USE SPELL CHECK
~ Be factual
~ Use industry or functional words

Step 1 – Contact information

- Should be up to date – most important!
- Include name, phone, address and email
- Make sure if you list your cell that you don't answer your phone or at the wrong time (if not sure of the number, don't answer and have them leave voicemail)

Step 2 – Employment History

- Chronological Usually best - Can be Reverse Chronological or Skill-based (depending on job)
- Make sure your consistent in your format (if you want to lead with place of employment or job title for example). Keep it consistent throughout
- Bullet points on jobs, etc…
  - reviewing past job descriptions, performance reviews, and awards or achievements that are related to this position
  - MAKE SURE to utilize the position description of the job to shape your bullets – using some of the key words
  - List the bullets in order of importance to the potential job and NOT how much time you spent on them
  - Try to **quantify** as possible
  - Use action words when possible (see samples)
  - Focus on most recent; only list a couple items under old jobs (from several years ago)

General

- The 2 inches on left of resume should include job titles, company names and action or key words. Recruiters will scan this area first and if they don't find what they are looking for, they will not read the rest
- Skills Section can be important for technical jobs, certifications, etc… Make sure to add this if needed in your field
- Keep the font between 10.5 and 12 on size
- Keep the same format throughout (how you use bold words, etc…)
- Summary: show a body of work with progression, tangible results, and unique expertise

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