



Resume Writing Tips

Brief Resume Writing Tips:

The purpose of a resume is NOT to get you a job... it is to get you an interview. To that end, create a strong opening statement and make your resume easy to read. The typical reviewer has hundreds of resumes to review; therefore you only have 20 seconds to catch their attention! Many resumes are scanned and searched for certain key words. It is important to include key and 'buzz' words relative to your industry.

The following checklist addresses the most frequent errors found on resumes:

1. Be brief – two pages maximum
2. Do not use tinted paper if your resume will be scanned, but DO use quality paper.
3. Use larger size font, we suggest size 12, but font style may affect that guideline.
4. Education should be the last item on your resume unless very recent. No high school.
5. Do not use cute or unconventional formats except for advertising positions.
6. Use correct spelling and grammar.
7. Do not add unnecessary details – age, marital status, children, religious affiliation.
8. Do not include unrelated hobbies, volunteer activities.
9. Include name and phone number on page 2 in addition to that on front page.
10. Bullets, hyphens, asterisks do not scan well. Indent for second line if your resume might be scanned.

The following checklist addresses the substance of the resume:

11. Objective: Should be specific for each job application.
12. Skills: List pertinent skills, include key words and 'buzz' words.
13. Achievements: Overall summary of your accomplishments as an employee. You want them 'wanting for more information' – no need to give details.
14. Job Descriptions: Add what YOU did beyond job description that impacted 'bottom line'. Use \$ or % or some number to quantify your achievement and give credibility to your accomplishments.
15. "References": Unnecessary, it is assumed available on request.
16. Avoid these 'tired' and overused phrases: "team player", "dedicated", "increasing responsibilities", "seeking challenging", "highly motivated", "results oriented".
17. Experience over 12 to 15 years is best summarized to keep within two jobs.

Good Luck !!!

