

Resume Writing Tips

Looking for a job?

Be sure to make the right impression from the beginning.

Here are some simple tips to help you along the way.

Tip 1. Have a simple and organized layout.

Your layout should be pleasing to the eye and well organized. Keep the same font throughout and be consistent with headings. Do NOT: underline headings, use both sides of the paper, use color, or add clip art or pictures. Print your resume on high quality white paper on a laser printer. When sending electronically use the format requested.

Tip 2. Use your resume to showcase your education, skills, and experience.

Avoid including too much information. Keep your statements clear and easy for a potential employer to learn about your skills and abilities quickly. Try to focus on outcomes and achievements rather than duties. Use your resume to show your communication and writing skills.

Tip 3. Use positive statements but avoid clichés.

Be positive about your experience and skills. Use vocabulary to match the job you are applying for. Avoid phrases like team player, win-win, big picture, etc.

Tip 4. Refer to words and phrases in the job advertisement.

Know about the job and company before applying. Your resume should reflect that you have the specific skills and attributes your potential employer is looking for. Use the key words in the ad when describing your experience.

Tip 5. Be Honest.

While staying positive about your accomplishments do not embellish. Lying on your resume could lead to dismissal.

Tip 6. PROOF READ!

Proof read! Proof read! Proof read! And then proof read again! Spelling and punctuation mistakes show that you do not care. You can always ask someone else to proof read for you too!