



Resume Tips

1. Summarize qualifications

- Provide a summary of your experience at the top of your resume
- Highlight your abilities, special skills, and strengths - it will be easy for the reader to find

2. Limit your resume to one page if practical

- List positions held in the past 10 years

3. List your achievements

- Try to put a dollar amount on your achievements – how you saved your last employer thousands of dollars if in fact you did
- Projects managed and/or completed

4. Clear objective

- Customize your objective based on the position you are applying for
- Don't list what you want, rather what you can offer your potential employer

5. Terminology

- Be sure your terminology is up-to-date with current trends
- Avoid using acronyms that others may not be familiar with

6. Use keywords and nouns

- Using keywords throughout your resume will deliver more hits when applying through online job boards
- Keep the keywords in line with the position you are applying for, for example: Accounts Payable, Marketing, Manager, Engineer, etc.

7. Just out of college?

- List your education before any jobs that are not relevant
- List internships and volunteer experience in separate section

8. Make the file title useful

- For example: "IT Telecom Project Manager" or "Enterprise Software Sales Manager"

9. Layout and look

- Use one font throughout the entire document, ex: Times New Roman, Tahoma, or Arial Narrow
- Bold your headings (Objective, Work Experience, Education, etc.)
- Make your contact information easy to find – Top of the page, bold, 2 points bigger than the body of the document, and ACCURATE!

10. Proofread

- Spelling and grammatical errors may cost you the job
- Have someone else review your resume