



# RESUME TIPS

A resume is a concise, organized summary of your skills, accomplishments, experiences, and education. It is typically your first impression and captures the interest of a potential employer.

First you must be able to identify your skills, abilities, and interests to relate them to the specific opportunities you are seeking.

If you are unsure of the jobs, industries, organizations, or careers you are targeting make an appointment with your Career Specialist to help you develop a focus and a plan. You must be able to communicate what skills and abilities you have that fit the specific job employers are trying to fill.

## TIPS:

- **Tailor your resume:** to the specific job you are applying for. Tweak your resume to highlight the skills that relate to each job. Incorporate keywords from the job description to your experiences, when applicable. Focus on the employer's needs. This means you may have multiple resumes if you are interested in applying to different jobs.
- **Communicate your abilities:** these may come from personal qualities that pertain to the job or may come from activities, education, community service, projects, or work experiences
- **Be specific & concise:** employers will take 30-60 seconds to initially review your resume. Provide detailed descriptions in a concise manner. Be strategic highlighting task/skills that most relate to that job. Don't worry, you can speak in more detail in the interview.
- **Eliminate 1<sup>st</sup> person pronouns:** "I": For example: "I am seeking...." = "Seeking a position...."  
"I assisted with managing" = "manage...."
- **Quantify when possible:** "Supervised others..." = "Supervised 4 hostesses..."
- **Action Verbs:** Use action verbs when building your bullets to describe your skills/experiences
- **Check Grammar & Spelling!**
- **Try sticking to 1 page with 1- or .5-inch margins (top, bottom, right, left)**
- Font 11 no lower than 10, easy to read font, single spaced and double spaced between your experiences
- **Experiences for headings can be labeled as anything if the experience makes sense underneath it:**
  - **Education, Relevant Experience, Experience, Project Experience, Leadership, Community Involvement, Community Service, Volunteer Experience....**
- **Avoid using templates:** templates are hard to edit. If you see a design you like, try making it as a word document
- **Save final resume and apply using a PDF:** this will ensure your resume does not skew when opened by employer
- **Experiences should be in chronological order from most recent to past using dates.** (There are other forms of resumes, but this is most common)
- **Keep resume up to date with correct contact information and experiences:**
- **No exaggeration or lying on resume, no abbreviations (states are okay), or personal information. Name & contact information is enough**
- **Create professional email**