

RESUME TIPS

Basic Guidelines for writing a Resume:

1. Include a job objective at the beginning of your resume.
2. Use action words to describe yourself or your past job duties. (See examples on attached sheet).
3. Keep the total length of your resume to one page, but no more than two pages.
4. Type your resume. Proofread it for typographical, misspelling, and grammatical errors. Leave at least a one – inch margin on all sides. Double space between paragraphs.
5. Do not use abbreviations (particularly etc.) or initials (I.V.T.C, E.g.).
6. Use standard size bond paper (8 ½” X 11”) of good quality. Do not use colored paper.
7. Be accurate and brief. Be sure to use the style of writing acceptable in your chosen field.
8. Emphasize categories of information (Education, Work Experience) in such a way that readers can quickly find the specific information they are looking for.
9. Provide a very brief description of recent jobs held, coupled with a statement of accomplishments in each job, rather than a detailed dictionary – like description of the job, with no references to personal contributions.
10. Sell what is relevant to your reader. As a rule of thumb, your most recent experience is ten times more important to you prospective employer than your experience five years ago.
11. Do not include personal information such as marital status, height, and weight. These statistics are not necessary.
12. Do not type “RESUME” at the top of the page.

BE NEAT, CLEAR, AND BRIEF!

