



## Resume Writing Tips

- Use white or off white resume paper and print only on one side of the paper.
- Use only one font throughout the resume. Use standard fonts such as Times New Roman, Arial, etc. Do not get too creative with the fonts.
- Make sure that the font size is no smaller than 10
- Never use "I" on your resume. Never.
- Be clear and concise. The length of your resume should be no longer than 1- 2 pages.
- Typically 10 -15 years of work history is enough. There is no need to go back past 15 years unless that history is the most relevant to the position that you are applying for.
- You're most recent educational information is listed first. Include your degree, major, institution attended and minor/concentration. Add your grade point average (GPA) if it is higher than 3.0 and mention any academic honors.
- Include your work experience in reverse chronological order, beginning with the most recent.
- In the body of the resume, use bullet points with short sentences rather than lengthy paragraphs. Resumes are read quickly. This format allows employers to view your accomplishments at a glance.
- Describe your work responsibilities with emphasis on specific skills and achievements. Emphasize results instead of just listing responsibilities.
- Identify accomplishments and use numbers to emphasize the results such as how many, what you increased or decreased, what percentage of gain or reduction, money earned, time saved, etc.
- Lead with your strengths. Since resumes are usually reviewed quickly take the time to determine which bullet points highlight your strengths the best. List those first since they are the ones that are more likely to be read.
- Use action words to describe your job duties. Start each sentence with a descriptive action verb such as directed, organized, established, created, etc.
- Do not include your reference information on your resume. You may note at the bottom of your resume: "References available upon request."
- Run a spell check on your resume
- Proofread, proofread, and proofread. Then ask a friend to proofread it. Then ask another friend to proofread it. The more people that read it the more likely that misspelled words and grammatical errors will be caught.
- Never include personal information such as age, marital status, race, religion, photographs, etc.
- If you are applying for a specific position, review the posting and cater your resume to reflect the job positing. Use the keywords listed in these ads and match the bullet points in your resume.
- Using a custom resume instead of a generic one will greatly increase your chances of an interview, as you will be a better match in the eyes of the reader.
- Do not include any information on salary in your resume including past salaries, current salary or desired salary. It is more effective to leave salary negotiations until the interview and/or offer stage.
- State your skills, qualifications, and experience as positively as possible without misstating the truth. Otherwise you run the risk of these false statements coming out during the interview and reference checks.