



## Top 10 Resume Tips

- 1. Objective:**
  - Communicate who you are clearly- this is your capability statement!
  - Your resume is just the front cover of your book. Make it worth opening!
  - Remember your resume is the first impression and just possibly your only chance to catch the attention to your audience- explain your expertise and career goals- what sets you apart!!
- 2. Structure & Content**
  - Chronological – Most recent position first
  - Your resume should flow with short paragraphs
  - Bullet Points that demonstrate your strengths
  - Easy to read & To the point
  - Clearly define and Organize your headings so that the Reader can easily navigate and understand “WHO” you are and “what” you can bring to their company.
- 3. Your Resume – Your Story**
  - Make it good- Grab Attention
  - Responsibility & Functions are Ok, but you need to add excitement to each element!
- 4. Sell Yourself:**
  - What you can bring to a company
  - Accomplishments & Demonstrated achievements
  - It's a big deal - so explain it with details described
  - Make a statement – what changes or implementations did you make that immediately impacted the business?!
  - What makes you valuable- what makes you better and different than that of others in your field
- 5. KEYWORDS (industry specific)**
  - Your resume is found by keywords –
  - Very important to add all key words that will help people find you!
- 6. Education**
  - Degree – GPA - Honors
- 7. Specific Skills, Systems & Processes**
  - List all of them
- 8. Be Real**
  - Be Truthful
- 9. Confident**
  - You are the only one with your footprint
  - Don't be afraid to show all your experience, expertise, skills and achievements. (2 pages are fine!)
- 10. Error free**