# Resume Tips

- **Font & Font Size.**  When writing your resume, choose a standard font, an appropriate font size, & always use black (for example: **Times New Roman 12 pt.** or **Arial 11 pt.**).
- **Keep It Simple.**  Try to keep your resume to a single page.  Do not include personal information about yourself like hobbies or pictures of yourself.  Do not include references.  Recruiters will ask you for your references when they need them.
- **Be Consistent & Accurate.**  Use the same font and font size through out your resume.  Be consistent with the use of bolding and spacing.  Make sure your grammar is proper and there are no spelling errors.   Use Spell Check.
- **Contact Information.**  Include the following contact information on your resume - your full name (no nicknames), street address, city, state, and zip, home phone number and/or cell phone number, and email address.  Which ever phone number you decide to use on your resume, make sure the voice mail message is business appropriate.  Be sure that your email address is business appropriate too and reflects the image you are trying to portray.  If it does not, create a new one to use on your resumes.
- **Objective.**  It is not necessary to include an objective on your resume, but if you do, it is important to make the objective match the job for which you are applying.  For example, if you are applying for a customer service job, the objective should <u>not</u> include information about wanting to be an accounting clerk.
- **Keywords.**  When writing your resume, be sure to include the keywords that are used in job descriptions. This will increase the chance that your resume will be selected for an interview.
- **Resume Format.**  List your work history in chronological date order with your most recent experience at the top.  Use "Month Year" formatting (for example May 2013).  Use bullet points to list your job responsibilities and achievements.
- **Resume Template.**  Use a resume template as a starting point for creating your own resume.  We recommend the one on the following page.  Add your information to the resume template and then edit it so that it highlights your responsibilities and achievements.
- **Custom Resume.**  Writing a custom resume for each job that you are applying for will take you more time but it will be worth it if you are able to land an interview.
- **PDF & Word documents.**   You may be asked to submit your resume as a PDF document or as a Word document.
    - PDF – A PDF document can be opened and viewed in Adobe Reader.  It cannot be edited or changed once it is saved as a PDF document.  You can save your resume as a PDF document from Word 2010.  Just click **File** > **Save As** > change the **Save As Type** to **PDF** > **Save**.
    - Word – A Word document can be opened and viewed in Microsoft Word.  Your resume can be edited and changed.

# YOUR NAME

[STREET ADDRESS], [CITY, ST ZIP CODE], [PHONE NUMBER], [E-MAIL ADDRESS]

## OBJECTIVE

[Describe your career goal or ideal job.]

## EXPERIENCE

[START DATE] TO [END DATE]                    [Company name]            [City, ST]

[JOB TITLE]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[START DATE] TO [END DATE]                    [Company name]            [City, ST]

[JOB TITLE]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

## EDUCATION

[DATES OF ATTENDANCE]                    [School name]            [City, ST]

[DEGREE OBTAINED]

- [Special award/accomplishment or degree minor]

## REFERENCES

References are available on request.