

*Your resume just isn't about past jobs, it's about you and what you accomplished in those jobs. A good resume is very important in helping to show an employer how you might perform in the desired job you are applying for.*

### **Know your resume's purpose.**

The purpose of your resume is to get the job interview, and the interview will hopefully get you the job. Have a clear focus with your resume.

### **Get basic information right.**

The first thing on your resume should be your name. Make it bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed. Also be sure to include both the name and contact details on all the pages of the resume, if your resume is more than one page.

### **Put the most important information first.**

Typically your previous work experience will be the most important part of the resume, so put it at the top. When describing your strengths, list the most important ones first.

### **Show your strengths .**

Show off your past (create a work history that shows your strengths, make sure any promotions are noticeable at a glance, Quantify your experience. List numerical figures, time periods/efficiency improved, or things that demonstrate accomplishments due directly to your work.

### **Use descriptive titles.**

Make sure the titles you list grab the attention of the person reviewing your resume. Employers typically make an opinion about your resume in 5 seconds.

### **Use action verbs.**

Action verbs are basically verbs that will get noticed more easily, and that will clearly communicate what your experience or achievement were. Examples include managed, coached, enforced and planned. (Stick with past tense, even for descriptions of currently held positions to avoid confusion.)

### **Use bullet points.**

Employers do not have time or patience to read long paragraphs. Use bullet points and short sentences to describe your accomplishments, experiences, education, and objectives.

### **Don't feel like you need to list all your work experiences.**

If you have job experiences that are not relevant to the current opportunity, omit them. If you haven't had any working experience, include summer or volunteer jobs. If you don't have a degree yet, include the estimated date of completion.

### **Don't include irrelevant information.**

Social security number, marital status, health, citizenship, age, scholarships, irrelevant awards, irrelevant associations and memberships, irrelevant publications, irrelevant recreational activities, a second mailing address (permanent address is confusing and never used), references, reference of references ("available upon request), previous pay rates, previous supervisor names and components of your name you really never use (middle name), pictures, fancy designs, etc.

### **Always proofread.**

Be sure to catch spelling errors, grammatical weaknesses, unusual punctuation, and inconsistent capitalizations. Have someone review your resume to critique your writing and give honest feedback.

**Keep it legible.**

First of all make sure that your fonts are big enough. The smaller you should go is 11 points, but 12 is probably safer. Do not use capital letters all over the place, remember that your goal is to communicate a message as fast and as clearly as possible. Arial and Times are good choices.

**Don't include information employers already know.**

Avoid including things like "Available for interview" or "References available upon request." Employers already know these things.

**Have a different resume for each employer.**

Tailor your resume for each employer; a standard resume to different employers will decrease your chance of getting the interview.

**Don't lie.**

Seems simple, a large amount of people lie in their resumes. Even small lies should be avoided. Apart from being wrong, HR departments do background checks and if things do not check out, it may ruin your credibility.

**Update your resume often.**

It is a good idea to update your resume on a regular basis. Add new information that is relevant, as well as courses, training programs and other academic qualifications that you may have received.

**List all your positions within the same company.**

If you have worked a long time for the same company (over 10 years) it could be a good idea to list all the different positions and roles that you had during this time separately. You probably had different responsibilities and developed different skills on each role, so the employer will like to know it.

**Don't use jargon or slang.**

Slang should never be present in a resume. As for technical jargon, do not assume that the employer will know what you are talking about.

**Create an email-proof version.**

Most companies have online applications so it's likely that you will have to send your resume via email to most companies. Apart from having a Word document ready to go as an attachment, you should also have a text version of your resume that does not look disfigured in the body of the email or in online forms. Attachments might get blocked by spam filters, and many people just prefer having the resume on the body of the email itself.

**Be concise.**

As a rule of thumb, resumes reflecting five years or less of experience should fit on one page. More experience can justify a second page. Consider 3 pages for 15 years of experience or more as an absolute limit.