

TIPS FOR A WINNING RESUME

- **WRITE IT YOURSELF:** It is okay to receive help with your resume, but you should write it yourself. This process will help you with the job interview.
- **KEEP YOUR RESUME TO ONE PAGE:** Unless you have significant prior experience your resume should only be one page. Be concise!
- **CONTACT INFORMATION AT THE TOP OF THE PAGE:** Do not make the employer search for your contact information. Always put it at the top of your resume. Include your legal name, address, telephone number, cell phone number, e-mail address, etc.
- **YOUR RESUME SHOULD BE ATTRACTIVE AND EASY TO READ:** Always type your resume. Use a font that is easy to read, 10 point or 12 point font size. Use adequate margins and spacing so that the page is not crowded, no less than .75" and no more than 1.5". Sufficient white space is necessary to keep it from looking cluttered.
- **ORGANIZE THE INFORMATION IN A LOGICAL MANNER:** The organization of your resume should be clear to the reader. Make sure the information flows. Underlining, bolding, bullets, capital letters, punctuation, etc. should be consistent.
- **USE ACTION VERBS:** Make statements, starting with action words, to describe and emphasize your duties, skills, and accomplishments.
- **BE RELEVANT:** Everything in your resume must be relevant to your job objective.
- **PROOFREAD! PROOFREAD! PROOFREAD!** Check and double check for spelling, grammatical and typing errors. Ask someone else to read it to check for errors and clarity.
- **USE RESUME PAPER:** Use quality bond paper, 8 ½" x 11" inches. Stay with neutral colors; white or off-white is recommended.
- **BE POSITIVE:** Remove all negatives from your resume. Never mention your faults.
- **BE ACCURATE:** Emphasize your accomplishments; do not overstate your qualifications.
- **NO PERSONAL DATA:** Never mention your age, marital status, children, religious affiliations, etc.
- **ALWAYS INCLUDE A COVER LETTER WITH YOUR RESUME.**

