



Resume Writing Tips

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Once you have chosen a format and have an assessment of your skills for that targeted job, there are some essential rules you should follow when you are about to prepare your resume. Facilitator can go over each rule with participants:

1. Achievements should be listed as part of your resume. Use the "so what" rule. For every statement of achievement, prove why this achievement was valuable and/or what the benefit was.
2. Never allow for typos and make sure it is written clearly and concisely. Ask someone to read your resume to check for spelling errors and to make sure it is written clearly and makes sense.
3. Start with a Summary or Objective statement.
4. When using numbers: Use a K for thousands (\$600K) Use an M for millions (\$300M). Write out numbers that are less than 10 (for example, Managed five people, Responsible for 10 states).
5. Never use "I". Write your resume as if you are reporting about your achievements and experiences. Therefore, use action words.
6. List dates carefully - preferably by month and year. List all experiences in reverse chronological order. Except for your education (which is normally put at the front of your resume when a recent graduate). It will move to the end after you have had several years of professional experience.
7. Do not put any personal information in your resume. This is not necessary.
8. Do not use fancy paper, or language (unless it important for your position), abbreviations, pictures, personal data (married, children, sex, age, health).
9. Try not to leave any gaps in your experience and professional background, even if you were unemployed in the industry or profession you are seeking. Don't forget to include "life skills" and abilities learned through volunteer work, hobbies, and involvement in

teams or organizations. If you do have gaps, be ready to explain what you did during an interview.