

Résumé Tips

A résumé is your opportunity to tell employers about your skills, abilities, experience, and education, as well as a chance to show that you belong in that job. Your résumé should include the following components:

CONTACT INFORMATION

- Name, mailing address, telephone number and e-mail [if you have one].

CAREER OBJECTIVE

Your “Career Objective” should be a brief statement specifically detailing what type of work you are seeking.

- Tailor your objective to the job you seek.

SUMMARY OF QUALIFICATIONS

This section will provide a concise overview of your qualifications as they relate to your Career Objective.

- Emphasize those skills you have developed in terms of interpersonal, organizational, supervisory, etc.

EDUCATION

- List school, city and state.
- On separate line, list degree, major, graduation date. [If you have not graduated, state expected graduation date.]
- List any professional certifications or licenses you have attained.

WORK EXPERIENCE

Include your work experience in reverse chronological order – that is, begin with your most current job and work backward. For each work experience include:

- Title of position.
- Name of organization and location of work [city, state].
- Dates of employment – use month, day and year format [e.g., September 20, 1993-February 22, 2006].
- Describe your work responsibilities with emphasis on specific skills and achievements. Describe what you contributed to or accomplished on the job. Use action verbs to describe job duties.
- Use the present tense of the verb for current work and the past tense for work that has ceased.

SPECIAL SKILLS

- Include information such as computer skills, additional training, languages, etc.



Added Tips!

1. Use white or off-white 8 ½ x 11-inch paper
2. Use a font size of 10 to 14 points
3. Use non-decorative typefaces. Choose one typeface and stick to it.
4. Use action verbs to describe your experience: [e.g., “created”, “developed”, “increased”, “solved”].
5. Do not exaggerate the importance of your achievements.
6. Omit personal information such as age, marital status, height, weight, and gender.
7. Minimize jargon and abbreviations and be concise.
8. Print on one side of the paper and keep résumé as short as possible.
9. Always mail a cover letter with your résumé.
10. Don't exceed 2-pages.