

## Resume Writing Tips

A resume is a document that sets the tone for an interview. Often it gets you an interview with a company. You should work hard to write an effective resume by following some general guidelines. JOBPRO suggests the following tips on resume writing. A resume usually includes your contact information, job objective, work history and skills and education.

- Write an objective that shows a sense of direction. It should be short and to the point. The job objective should match the job you are interviewing for or want to get. Use action verbs even in your objective. Try to make the objective short, concise and powerful.
- Document your experience by quantifying your experience if you can by using numbers. Say increased membership for the organization by 25 percent last year or supervised 25 employees in the computer lab at school. Prove you have the skills to do the job and help the organization succeed. Show your skills and what you improved or contributed to the company.
- If you are applying for a technical job put your technical skills at the top of the resume. Use keywords or industry jargon that is relevant to the position you seek. Use keywords that are popular in the industry that you are seeking a position in. Clearly define and sell your skill set whether it is computers or accounting. Never overuse keywords.
- The number one purpose of a resume is to win a job interview. Keep the length of your resume to one or two pages. Use Times New Roman or easy to read type face in point 10-14. Avoid italics and script type faces. It is professional to use white or off-white paper for a business resume. The paper size is usually 8-1/2 by 11. Always print the resume on one side of the page.
- Use titles or job headings that fit the type of jobs you want. Don't exaggerate your qualifications to potential employers. They will often check your background or test your skills. So be honest about what you can do. It is embarrassing to say you can type 50 words a minute when you only type 30. The typing will give you away.
- Sell yourself by writing about the responsibilities of the job and the results of what you did. Be as specific as possible. This creates an image of someone who gets the job done. Show don't tell. Be concise and to the point with each section you write.
- It is permissible to list a web site or link if you have a portfolio to show online. This is a good tactic for writers, graphic designers, web designers, and technical illustrators for example.
- Resumes should include a job objective, work experiences, education, skills and volunteer experience if applicable to the job. Use complete statements when describing experience. It is important to have your name, address, telephone number and email address on your resume.
- Do not give personal information on the resume unless it relates to the job. Clubs and religious affiliations do not really have a place on your resume. Do not write about your recent recovery from any illness or personal problems on your resume. It does not belong there. Don't talk about family or pets. Leave off negative information.
- Think of your resume as a marketing plan. Ask who you want to market yourself to and who is your audience? Is it computer companies, publishers, accounting firms, or web design companies? What are your strong selling points or skills?
- To type a scannable resume never use lines or borders. Have adequate margins and a clear easy to read typeface. Avoid script and italic print and excessive formatting.

- Send a resume that fits the job you are applying for. Read it carefully and see if your experience and talents fit. Submit a resume in the format requested by the company. If they want an electronic submission do so. Follow the instructions when applying for a position.
- When preparing a resume for a head hunter it is important to put your skills set on the resume. Often they look for specific skills such as technical, accounting, management, and hospitality. Use current versions of the programs or software you have used. Use industry keyword but don't overdo.
- Look for misspelling and mistakes when you type up the resume. Typos eliminate people from the market. Information that shows you do not know about an industry is another resume killer.
- When writing online resumes avoid using the word I at all. If you use industry words only use those widely used and not too many times. Never use negative statements on your resume. Try to have important information listed where the interviewer can find it.
- If you have gaps in your work history be prepared to explain it. Prepare some reasonable explanation before the interview. Some examples: I worked as a freelance graphic designer for several clients. I worked part time as a freelance web designer along with a regular part time job as a software programmer.
- Don't include a photo on your resume unless you are a model or graphics to make the layout more appealing. Most interviewers or job agencies will not be impressed. They may just send it to the trash bin.
- Older workers can list their most recent work history. This would include the last 15 years. Don't use dates on education just list degrees and college or universities for example. Emphasize your skills and qualifications for doing the job. Project a positive attitude about what you can contribute to the company.
- Don't just list job duties on your resume highlight your accomplishments? What have you done for the employer or company? Have you made money, managed workers, saved time or money with a program, or attracted or retained customers? These are a few points you should focus on when writing your skills.
- The information on the resume should be listed by the importance of your reader or the job you are applying for. So when the interviewer or manager reads the information they can see why you have the skills to do the job.
- It is important to have an electronic resume for online submission. Many employers use this method of reviewing candidates. You can have a text resume pasted into an email file which is the safest method. Or another popular format is the Microsoft word document that you attach to the email file. You can apply for jobs using electronic resume through job sites, employer web sites and email.
- There are many file formats for electronic resumes. One is the text file or plain text resume that is compatible with most computer programs and platforms. It is a file in which the text is stripped of all formatting. It is not visually appealing and carries the txt. file name or extension. Although not appealing it is safe way to send a resume.
- Rich text format is another for way to send electronic resumes. Most word processing programs can create and save resumes in that format. It is more visually attractive and a relatively safe method of transmission. The document file is created in Microsoft word. It has the doc. Extension and is a very popular way and safe way to send a resume.

- Use bulleted items to make your resume interesting and break it up for visual appeal to the reader. This is a very popular format for resumes today.
- Don't go beyond 2 pages. Instead of a job objective you can use a Summary of Qualifications that lists your skill set.