

## **RESUME WRITING TIPS**

### **The Look**

Make your resume visually appealing by ensuring your name stands out, and using headings that separate the content into areas that are easy to see at-a-glance. Make sure the spacing is consistent, and the printing is crisp and clean. Use a font that is clear and easy to read. Use a high-quality paper that is wrinkle-free and without smudges.

### **The Content**

Arrange content so that a prospective employer finds out quickly who you are, what position you want, and why you are right for that position. Use an Objective Statement at the top to clarify the position you are seeking. An attention-grabber identifies the position you are applying for and suggests where you want to be in a year or two. *Example: A part-time Office Clerk position leading to a full-time Representative position, with the goal of increasing productivity and reducing costs.*

### **Showcasing Yourself**

Think about what you are really good at and let those skills shine through in your resume. Most employers are looking for a list of accomplishments or responsibilities you have had in prior positions. Do not simply list company names and job titles; include highlights of your tenure that showcase your skills. *Example: Created a style guide that was implemented company-wide, edited the monthly internal newsletter and managed business travel arrangements for my supervisor.*

### **Highlighting Experience**

The more skills and experience you have, the more valuable you are to an employer. Include all your relevant prior positions and experience when applying for any position. Showcasing your skill set (as shown above) can separate you from the pack.

### **What Not to Include**

Do not include personal characteristics such as height, weight, health, gender, marital status, number of children, ethnic origin, religion, or age. Avoid clichés such as “hard worker” or “quick learner.” Leave out unrelated interests like weekend hobbies, etc. unless they relate directly to the job you are applying for. Do not include references. If you are asked for references, they should be provided on a separate page.