

RESUME TIPS

Decide what you want the reader to know

- List your strengths and accomplishments
- Select the most unique and desired
- Consider how you demonstrate those qualities

Write clearly and concisely

- Describe actions and results
- Be consistent in format and language
- Illustrate breadth of experience
- Order achievements by importance
- Be brief

Read, review and revise

- Examine your resume at arms length
~ *What jumps out? Is that what you want to highlight?*
- Review the job description
~ *Did you include key words and skills?*
- Read it out loud
~ *Is it accurate and believable?*



A resume is used to get the interview, not the job.

