

Ten Résumé Tips

1. Target your job objective (and résumé) to the employer's needs and to the position you are seeking
 2. Present the most relevant information first. Employers may spend less than 30 seconds skimming a résumé!
 3. Remember that appearance and format are initially more important than content. If your résumé is too long or not visually appealing, the employer may not read it
 4. List "Relevant Coursework" if you do not have relevant work experience
 5. Use action phrases, not complete sentences, to list your job duties
 6. Use specific examples or statistics whenever possible to demonstrate your accomplishments
 7. Pay careful attention to spelling, grammar and punctuation!
 8. Include participation in clubs, associations, or community and volunteer organizations. "Activities" can be an excellent source of additional experience.
 9. Remember "key words", which will be identified by electronic scanning systems
 10. Be sure to contact your references before listing them on your résumé
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