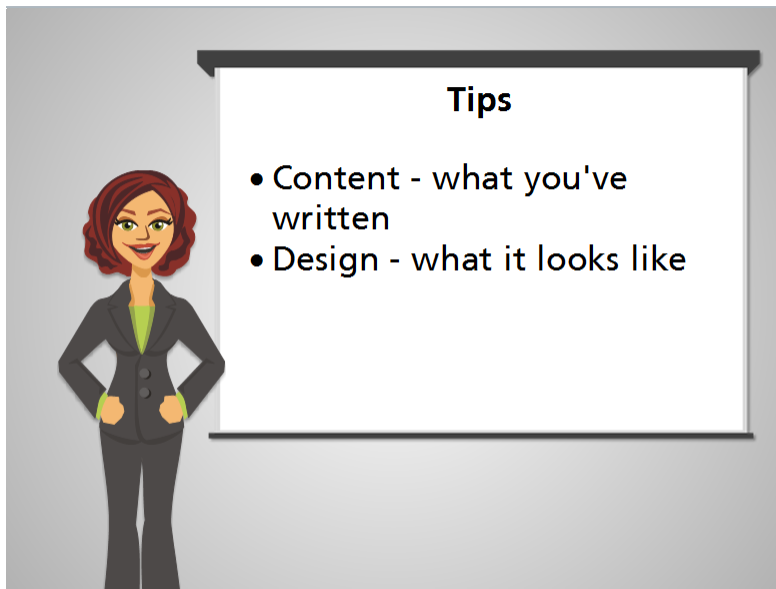


Resume Tips



Employers look through many resumes for each job. Sometimes, hundreds. This means they lack time to scrutinize all the resumes that they receive. In fact, they may only scan your resume for less than a minute.



The following tips may help to make sure your qualifications shine through. We'll cover some tips related to content, or what you've written in your resume and then we'll cover some tips related to design, or how your resume looks.



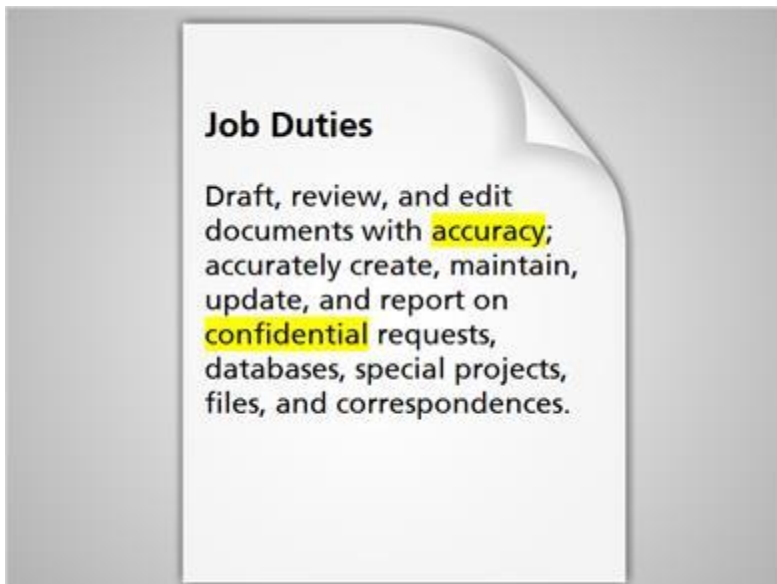
Our first tip is about keywords. When you're writing your resume, use good keywords that will attract the eye of the reader as they scan. This will allow them to quickly see your qualifications for the position. Also, your resume could be screened using computer software before a person views it. In this case, having the right words become very important.



One strategy is to use the actual words and terms that are included in the job advertisement. Let's look at an example. Michelle is applying for an administrative assistant and the job ad lists the duties shown on the screen. What are some keywords that Michelle might use in her resume that match what the employer is looking for?



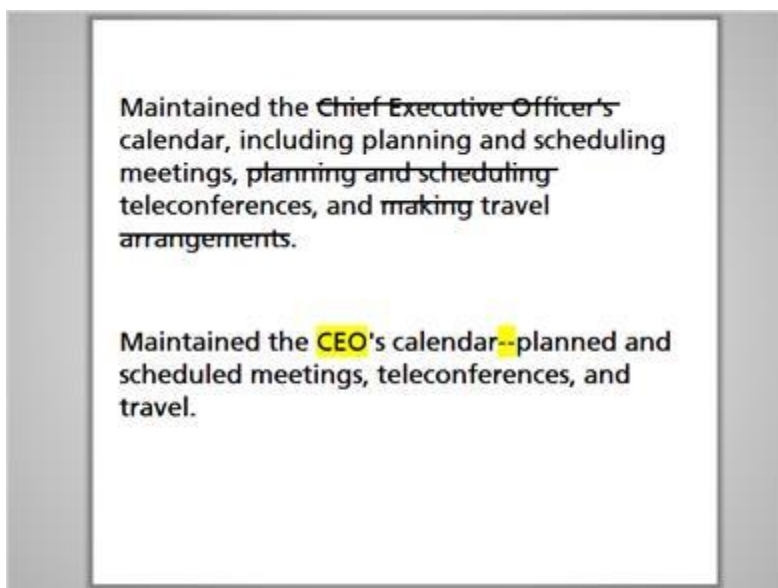
The job duties listed include the ability to draft, review and edit documents. It also talks about creating reports, using databases, and writing correspondence. If Michelle has experienced any accomplishments related to these duties, she would be sure to include them in her resume for this position using these keywords from the job duties.



Also, the duties listed mention the importance of accuracy and the importance of confidentiality in this position. Michelle will also consider using these keywords as she describes her past experiences.



The next tip is to be concise. Since a potential employer will be scanning your resume, unnecessary and redundant words will get in the way. Cut out as many words as you can while still providing the necessary information.



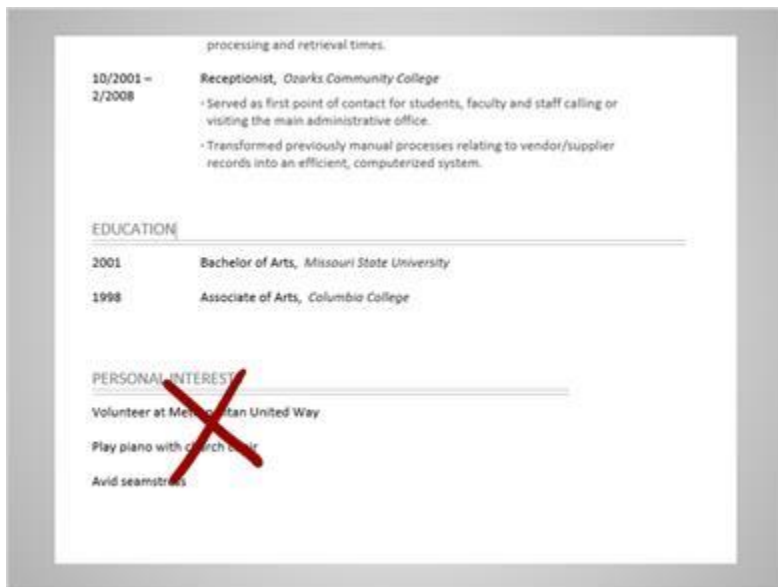
Let's look at an example of what Michelle has written about her job experience. Are there changes we can make? There are words we can cut out to make this more concise. Here's one possibility. We've use the common acronym for Chief Executive Office, CEO. We've also cut out some of the redundant text. Then we've used a dash to cut out a few more words. As you can see, the resulting text is much more concise.



Tip number three is to be truthful. It's not a good idea to lie on your resume. It can be very tempting to stretch the truth about our experience when we're interested in a great job for which we have many of the qualifications but not all of them.



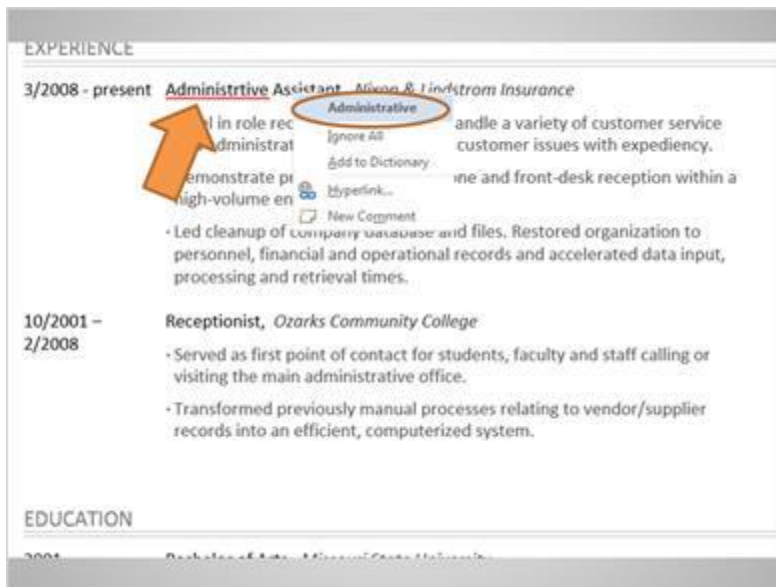
Tip number four is to leave out personal information.



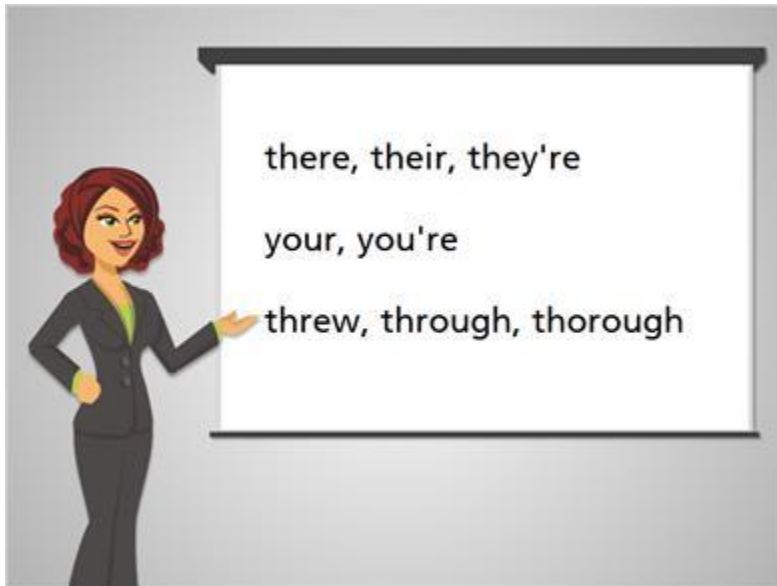
If hobbies and interests, volunteering, religious and political affiliations, and other personal interests are not directly relevant to the job, don't include them. You also want to exclude any information on your age, height and weight, or marital status. This kind of information gets in the way of pertinent information, and is not appropriate in most job seeking situations in the United States.



The final content related tip is to proofread your resume. Typos and misspellings might communicate to a potential employer that you don't pay attention to detail.



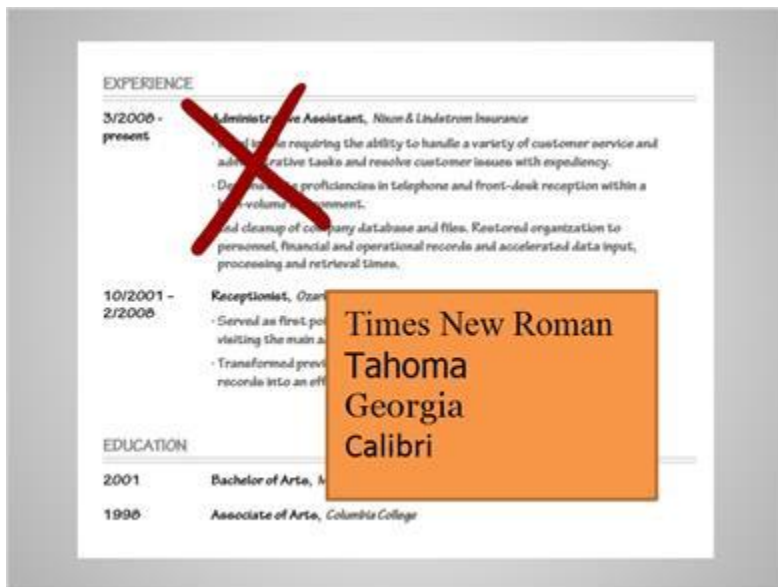
If you're using a computer to create your resume, be sure to make use of any available spell check function. Programs like Microsoft Word usually bring known misspellings to your attention by including a red underline under the misspelled word. If you right click on a red underline word, a pop-up with suggested correct spelling comes up, which you can just click on to correct your spelling.



Spell check can miss words that are spelled correctly but that aren't correctly used. Here are some examples of words that are commonly used incorrectly on resumes, which wouldn't be caught by a spell checker. For this reason, it's good for you to proofread yourself and also, have a friend or colleague proofread for you too.



Let's move on and talk about our design tips. Number one is to use traditional fonts.



While it might seem tempting to use fonts that appear more unique or decorative, this is a bad idea, unless you are a designer applying for a design related job. Stick to the more common fonts like: Times New Roman, Tahoma, Georgia or Calibri. Also, it's a good idea to use only one or two fonts and no more than two.



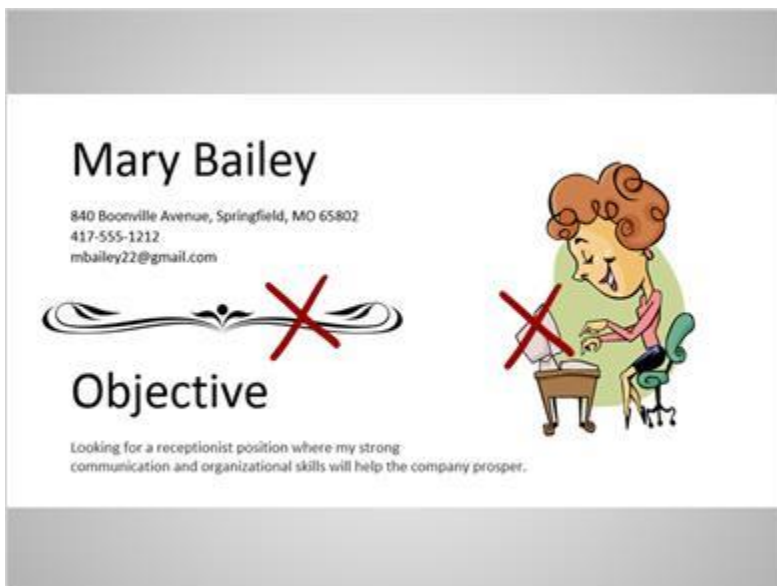
The second design tip is to incorporate white space into your resume.



Sometimes it's a good idea to look at your resume from a little far away, so you can't read the words, but you can still see the dark blocks of text. Is there any white space you can see? In this example, there are just blocks of text, and very little white space. A resume with no white space can be overwhelming to look at and hard to read. If we're concise when we write our resume, and if we make use of bullet points, we can be sure to have room for some white space. In this second example, there's more space in the margins and between the sections. This is easier on the eye and allows the reader to make notes in the margin if needed.



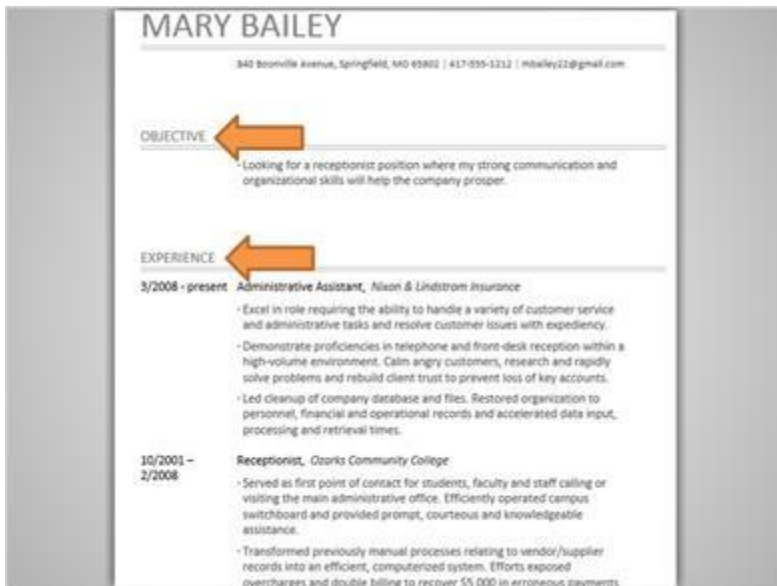
The third design tip is to exclude any images.



You don't want to include a picture of yourself unless you are specifically asked for it. You also don't want to include any clipart, decorative borders, or other images.



The next design tip is to make headings stand out. This allows the reader to easily scan to the sections of interests.



In this example, the headings use larger text and they use all uppercase letter.



The final design tip is to make things consistent.



For example, make sure the headings are all the same size, especially if you have more than one level of heading. You also want to be sure all the text is using a consistent font, type, and size. If you are using periods at the end of bullet points, be sure every bullet point has a period. If you don't use periods, that's fine too. The point is to make sure it's all consistent. Making sure your resume is consistent throughout will help make it look as professional as possible.