

## Writing Your Resume

A resume is an organized summary of your qualifications as a potential employee. Employers sometimes spend as little as 10 seconds looking it over, so it's very important to have a well-organized resume that quickly draws attention to your top qualifications.

### RESUME TIPS

- Customize your resume to your field. If you are applying to several different types of jobs, customize a resume for each one.
- You may include an optional 3- to 5-line summary of your strengths, skills and experience as it relates to that particular job. Avoid using clichés such as "results-oriented," or "good communication skills."
- Keep your resume compelling and concise by often focusing on only the most relevant experience (for most, this means limiting yourself to one page).
- Lead with active language (for example: "Trained and managed" or "Led a team").
- Quantify your experience with relevant data if possible (for example: the percentage increase in sales when you joined a team).
- Use attractive headings, wide margins and a limited selection of fonts and styles to make your resume easy to read.
- Put your most relevant education or experience at the top left. This is where the reader's eye is drawn first.
- Present job titles, employer names, locations and dates in a consistent order.
- Use bullets, subheadings, bold text and indentation consistently.
- Ask several people to read and critique your resume, including a professional in your field and a career counselor.
- Create a [LinkedIn](#) profile, and keep it up to date.

---

### RESUME MISTAKES TO AVOID

- Never misrepresent your background, skills or experience.
- Do not include personal information such as age, marital status or gender.
- Avoid vague objectives such as "seeking a challenging position."
- Exclude abbreviations that the employer is unlikely to understand.
- Be careful with your verb tenses. Use past tense verbs with jobs in the past and present tense verbs for current positions.
- Don't get too wordy. Eliminate information that isn't relevant to the position or industry.