Resume Writing Tips

To help you construct a better, more powerful resume, here are some tips you might want to consider including in the content of your resume.

Basic Information/Contact Information:
Name; Address; Phone; Alt Phone; and Email (Personal Preferred)

Length:
If you have more than seven (7) years experience, more than one (1) page is acceptable...It is not recommended to write a resume more than two (2) pages.

Font:
Use a normal font such as Times New Roman; and simple highlights (Bold, Underline, Italics) . Color is good but not necessary. Most recruiters who print the resume will use a monochrome printer due to the cost benefit.

Experience:
Company Name; City; State; Month/Year You Started; Month/Year You Left; Title; Detailed Explanation of your Job Duties and Accomplishments

Remember when discussing your accomplishments and job duties make sure you emphasize how you added value to your current role. Make each bullet point relevant and confine your statements to job-related details. Concentrate on the subject matter which demonstrate your pattern of success.

If you held more than one title during your duration with the company, do not make it look like a new company when constructing the layout of your resume.

It is important to give an accurate depiction of your job duties since not all job titles are used universally.

Give appropriate proportion and attention to experience relative to the number of years you performed the job duties.
I.E. (Worked with a company for 10 years before your current employer of 2 years...your current employer should not be 75% of the resume page.)

Make sure your reader does not get lost when reading your resume; keep it clear and concise.

Put the most recent job duties and accomplishment at the top and past experiences towards the bottom.

Education:
Educational Institution; City; State; Month Year Degree Completed; Degree; Degree Title; GPA if over 3.5; Honors achieved

Certifications/Licenses:
Name of Certification/License; State; Month Year Completed ; Certification/License #

Memberships/Affiliations:
Name of Professional Organizations; Personal Volunteer Organizations; Board Affiliations and Chairs you have held

Many companies are looking for individuals who are well balanced between work life and personal life.

Other/Specialty:
List computer skills, industry specific information and operating systems knowledge.

Allow yourself to be Critiqued:
Have a recruiter, HR Professional, or trusted co-worker review your resume for content and grammar. A simple critique can make the difference between an interview and a rejection.