

Resume Writing Tips

WHERE TO START?

When writing your resume, keep the reader in mind. What can make your resume more powerful? Easier to read? Appealing? Here are some ideas:

It is easiest to start your resume with a professional template, which can be found in Microsoft Word programs or through a search on the internet. These templates provide a visual guideline which makes your resume more appealing to the employer. When starting your resume, be sure it contains all of your contact information, including your name, address, all of your telephone numbers, and an e-mail address. This allows a potential employer to contact you easily.

EDUCATION

This category is typically at the top of your resume. Include where you went to school, degree you earned, any continuing education, certifications, and clubs that directly relate to the position you are applying for (i.e. an accounting organization). You may also want to include your GPA if it is 3.0 or higher.

EXPERIENCE

Next, list your work experience in chronological order starting with your most recent. Always be sure to list the company name first, then job title and dates that you were there (include month and year). If you held more than one position in a company, list the most recent position held first, including the dates that you held that title. Employers like to know the size and nature of the company you worked for, if it is public or private, and about your tenure. By clearly outlining the company, your title, and the specific dates worked, you are making your resume more marketable.

THE SECRET

OK – here is the secret to getting attention. This is the most important part of the whole resume. And I don't tell a lot of people. You NEED to put your accomplishments first. This is not your job duties, not your daily responsibilities. This is what YOU have done for the company. This is why you add value. This is why employers hire you. This is why you were and are valuable to a company.

WHAT DID YOU DO FOR THE COMPANY?

After listing accomplishments, list your job functions. Keep it short and sweet, and only list your main functions, not every detail.

WHAT TO LEAVE OUT?

Your personal information. Other than all the important contact information, a potential employer does not need to know about your soccer club, church activities, or about your pet duck. This information is NOT relevant, and can be a potential disqualifier. This includes information about your family. In fact, it is often illegal for a company to hire you based on any of these categories, so LEAVE THEM OFF YOUR RESUME. You don't want to cause legal trouble, do you?

WHAT TO HAVE READY AFTER APPLYING

It is good to create a list of references in case the employer requests from you during your interview. When listing references, keep in mind, employers want to talk to past supervisors, not your best friend, and not a former co-worker. List the reference's name, job title, company, relationship to you, telephone and e-mail.