

RESUME WRITING TIPS

A resume is a one or two page summary of your education, skills, accomplishments, and experience. Your resume's purpose is to get your foot in the door. Your resume is your ticket to an interview where you can sell yourself!

To prepare a successful resume, you need to know how to review, summarize, and present your experiences and achievements on one page. Unless you have considerable experience, you don't need two pages. Outline your achievements briefly and concisely.

Begin by doing a self-assessment on paper. Outline your skills, abilities and extracurricular activities.

ESSENTIALS

1. The heading
 - A. Your name and contact information must be at the top
 - B. Use a permanent address and phone number, include area code. Make sure your answering machine has a neutral message.
 - C. Add a professional sounding e-mail address
2. Your most recent education information is next. Include GPA (if higher than 3.0), mention academic honors.
3. Work experience
 - A. Title of position
 - B. Name of organization
 - C. Location of work (town, state)
 - D. Dates of employment
 - E. Describe your work responsibilities with emphasis on [specific skills](#) and achievements.
4. Other information
 - A. Relevant special skills or competencies
 - B. Leadership experience in volunteer organizations
5. References
 - A. Do not include references on your resume; use a separate sheet for them. You may write "References upon request."
 - B. Ask people if they are willing to be your references before you give their information to any potential employer
6. Check
 - A. Run a spell check
 - B. Ask a friend or teacher to do a grammar review
 - C. Ask friends and/or teachers to proofread
7. Design
 - A. Use white or off-white 8-1/2- x 11-inch paper
 - B. Print on one side of the paper
 - C. Use a font size of 12 points; choose only one type of font
 - D. If mailing your resume, use a large envelope