



Resume – Top 15 Tips

1. Resumes should be one to two pages in length on white paper only. Use a laser printer. Print single-sided and staple it.
2. Employers spend about 10 seconds looking at your resume to move it to a 'yes' or 'no' pile, so make sure it is concise and easy to read.
3. Find out more about the job and about the employer. For example, visit the employer's website. Create separate resumes to match the needs of the specific position for each organization. Describe yourself or your abilities with words that show you share similar values to the organization's values.
4. Clearly state your job objective at the top. Be clear with your skills, education and experience and how they relate to the job. Leave out non-related information. Be honest.
5. Group information together with headings. Start with your strongest and most relevant sections first for the greatest impact.
6. As a general rule, summarize your work experience for the last ten years only. Start your list with your most recent job. Include job title, employer name, location and dates employed. Add bulleted points underneath to explain job duties.
7. Specify and measure achievements and results to impress the employer, e.g. "Worked closely with Security Department to improve safety policy and train staff of 25. Accidents were reduced by 12% from improved policy and training."
8. Leave out personal information such as marital status, birthdate, birthplace and health.
9. Do not use the word "resume" to title your document. Your name and contact information should be at the top of your document. Bold and enlarge the font size of your name for emphasis. Your e-mail address should be professional, e.g. not hellokitty@hotmail.com.
10. Presentation is everything. Check format and layout for even margins, alignment of information, consistent typeface, and readable font size (11 point is recommended). Hint: create a table in Word and hide the gridlines. Do not use periods at the end of bulleted points. Watch where your page breaks.