

# Career Development

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## *Resume Guide*

**7900 W. Division Street, Crown Link 100  
River Forest, Illinois 60305**

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## **Resume Guide for Students**

Although you may think resumes are just for graduating seniors, you also need a resume for competitive summer jobs and internships. Writing your first resume is similar to developing an advertisement. You are responsible for concisely selling your qualifications to potential employers in a manner that is positive and honest. A mere listing of your education and experience is not enough; you must market your skills and convince the employer that you will be an asset to their particular organization.

### ***Resume Preparation***

Before you begin writing your resume, you must decide what you want to do. Are you interested in teaching? Banking? Sales? Management? Whatever your plans, you must develop a resume that markets you for the position you desire. Your liberal arts degree prepares you for many career options, and you may be interested in pursuing several career opportunities. You should note, however, that a resume developed for a human resource position would not work effectively for an advertising position. In order to gain a competitive edge, you must analyze your skills, determine the traits necessary for success in your chosen field, and then develop a resume that demonstrates your ability to perform the responsibilities of that position. If you are interested in both human resources and advertising, you should develop two resumes, each asserting the unique skills you offer for the two positions. For example, you would not turn in the same paper for your English class that you would submit for a chemistry class. Likewise, you should not submit the same resume for different types of positions.

To begin, make a list of your qualifications. Start with several sheets of paper with the headings: Education, Work Experience, Leadership, Activities, Honors and Skills. Prepare a list of your accomplishments in each of these areas. On the education sheet, include significant courses, related course projects, foreign language proficiency, study abroad, and computer skills. Under Work Experience, list part-time jobs, internships, and volunteer experiences. Be sure to list your responsibilities and accomplishments in each position. When listing your activities, include both campus and community organizations. If you held a leadership position, include the responsibilities that you performed. Finally, develop a list of your skills not previously noted, along with a list of your honors and awards.

This preliminary work will help you develop an effective resume. Next, think in terms of the skills an employer may seek in your chosen profession. Can you demonstrate your ability to perform these skills based on your accomplishments? As you begin to work on your resume, keep your objective in mind; you are writing an advertisement and the product is you! Listed below are sections that should be included on your resume.

### ***Identification/Header***

Included in this section are your full name, address (current and permanent if applicable), telephone number, and e-mail address.

### ***Objective***

The objective states your career plans and goals. This statement should be targeted and concise. An objective should identify the type of position desired (e.g., Accounting, broadcasting, social work) along with a list of skills you possess for the position. Some job seekers find the career objective too limiting; however, research indicates that well-written objectives greatly enhance one's resume. Your objective should focus on what type of position (internship, entry-level, etc.) and what field of work (Accounting, Graphic Design, etc.)

### **Examples**

A summer position in public relations specializing in sales and management.

An internship in banking focused on accounting and financial skills.

An assistant editor position in a magazine publishing organization.

## ***Education***

List your degree (Bachelor of Arts or Science), the name of your institution (Dominican University), city and state (River Forest, IL), your major(s) and anticipated date of graduation (month and year). Include your GPA if it is a 3.0 or above. Scholarships or other academic awards may be included in this section as well. If you have taken responsibility for personally financing a portion of your education, you should also include a statement similar to: "Personally financed 40% of college tuition."

## ***Experience***

Your experience (full-time, summer, intern and/or volunteer) should be listed with the most recent first. When listing your experience, be sure to include the name of the employer, city and state of employment, your title, dates of your employment, and bullets listing your responsibilities and/or accomplishments. Whenever possible, utilize the action words listed in this handout to describe your experience.

As you describe experiences, ask yourself these questions, and improve your descriptions to reflect some of this information.

- What/who was impacted?
- Why was the task important?
- How much time/money was saved or earned?
- What would have happened if you hadn't done the job?
- What results were achieved?
- What impact did your work have on people, events, or things?
- What was the intended purpose of your work? Was it achieved? What is the evidence to support that?

If you are a junior or senior, you do not need to include information from high school unless you believe it is relevant to your chosen career. Remember that your resume is a marketing tool, not an autobiography.

## ***Leadership/Activities***

If you have very little work experience, the Leadership section of your resume can be extremely important. Your involvement at Dominican and in the community indicates your social ability, leadership potential, and energy level. When listing your activities, be sure to indicate the name of the organization, dates of affiliation, and positions that you held. If you were an officer of the organization, be sure to include a brief description of your accomplishments while in office. Again, utilize the "key action words" when describing your responsibilities. Also, try to list specific accomplishments. Numbers can convey an impressive message. Study abroad experience(s) may also be listed in this section.

## **Example**

Weak style: As SGA treasurer, managed chapter budget.

Action style: As SGA treasurer, managed an annual budget of \$23,000 for 85 members

## ***Skills***

This section can be used to list specific, relevant skills such as computer, foreign languages, or research.

## **Example**

**Computer:** Word, Excel, PowerPoint, Adobe Photoshop

**Language:** Proficient in reading, writing and speaking Spanish

## ***Honors***

When listing honors and awards, be sure to indicate the nature of the recognition (e.g. scholarship award, leadership award, etc.) and the dates awards were received.

## **Additional Categories**

Some of the sections listed above may be eliminated if they do not pertain to you and other categories may be added. You may want to include sections on "*Publications, Presentations, Research, Professional Associations, Accomplishments*", or other pertinent categories. Information regarding your age, marital status, health, religion and political affiliation should not be included; this information may be used inappropriately by the employer to discriminate against you.

## **Appearance**

Along with effective organization, appearance can make or break your resume. When creating a resume, keep these points in mind:

- **Fonts.** Whether you e-mail, fax, or mail your resume to prospective employers, you should try to keep your font plain and easy to read. Select a reasonable font size--anywhere between 11 and 12 points should be acceptable.
- **Formatting.** Just because you have Microsoft Word and all of its formatting capabilities, your resume doesn't have to look like a Caribbean vacation brochure. Myriad fonts, colors, and graphic embellishments don't really help, so use minimal and purposeful formatting. Simple bullets will best separate your duties and skills; use bolding and italics sparingly. Formatting should highlight your accomplishments, not draw attention away from them. Less, in this case, is definitely more.
- **Paper.** Even if you don't snail-mail your resume to employers, you should have hard copies on hand to bring to interviews. These copies should be on tasteful resume-quality paper, but should not cost you a fortune. White, off-white, cream, and gray are the easiest to read. Just like your socks, your cover letters, mailing envelopes, and resumes should all match.

## **Content**

Now that you know how to organize your resume and what it should look like, you need to know what to put in it.

- **Action words.** When describing your prior job experience and duties, use active language. Instead of starting your sentence with a noun, start with an active, descriptive, impressive verb. For example: "Customer Service Representative. *Assisted* customers with product selection, *trained* and *supervised* 15 new employees, *organized* special promotional events." Don't think of this as a term paper--action verbs and flowery language are required.
- **Numbers.** Always include numbers, percentages, and dollar amounts in your job descriptions to back up your achievements. How many people did you supervise? How much money did you raise? How many wild bears did you feed during your stint at the zoo? How much did party favor sales increase under your direction? This approach immediately highlights the kind of impact you've made.
- **Length.** Keep it to one page. No one wants to scan through two or more pages of your long-winded accomplishments and experience. If it doesn't all fit--which it won't, unless you're a college grad with 15 years of professional experience--cut it down to the most relevant and impressive items. You should tailor your resume to match the job description, so be sure to cut and paste accordingly.



# What NOT To Do in a Resume

Addison "Addy" Montgomery  
100 Main St.  
River Forest, IL 60305  
Cell: (630) 555-5555  
sexychica@yahoo.com

Don't include nicknames

Use a professional email address

Objective: To obtain an entry-level position in a non-profit organization, making the world a better place, one child at a time.

Don't include fluff. Have a specific objective

Education: Dominican University  
B.A. Major in Sociology  
GPA: 2.9/4.0

Include city & state

2004-2008

Only include GPA over 3.0

I got a scholarship to come here.

Only need year you graduate

Avoid "I" statements. Give specific scholarship information

Experience:

King Day Care Center, Chicago, IL  
Student-Aid

Fall 2007

Don't repeat action verbs

- Worked with students on various lessons
- Attend parent-teacher conferences
- Worked with cooperating teacher on lesson plans
- Used classroom management techniques
- Worked one-on-one with students completing homework assignments
- Assigned homework assignments and classroom projects

Whole section needs to be more specific. List accomplishments that set you apart from others

Practicum Experience:

Don't leave out any part of the name

Wright School, Chicago, IL  
*Practicum for Social Studies, 3<sup>rd</sup> grade*

Spring 2007

Don't repeat what you said in other bullet points

- Observed lessons
- Developed own lesson plans for class
- Worked one-on-one with students completing homework assignments

Be more specific!

Edison Elementary School, Stickney, IL  
*Practicum for Language Arts, 2<sup>nd</sup> grade*

Winter 2007

- Helped students with homework and class assignments
- Taught own lesson to class

Need to be more specific!

Other Experience:

Nanny for the Smith family

2006-Present

Try to include experiences with children other than babysitting or nannying.

- Play with the kids while parents are at work
- Feed them, bathe them, help them with their homework
- Drive them to and from school, extracurriculars, etc.
- Get them ready for school each day

Watch for typos!

REFERENCES AVAILABLE UPON REQUEST!

Don't need this

**John Q. Sample**  
100 Main Street • River Forest, Illinois 60305  
708-366-2409 • sampjoh@my.dom.edu

**OBJECTIVE** To obtain a part-time position in a marketing capacity that can lead to a full-time position.

**EDUCATION** **Dominican University**, River Forest, Illinois  
Bachelor of Arts Anticipated Graduation May 2016  
Major: Business Administration with a concentration in Finance  
Minor: Accounting GPA: 3.6/4.0  
Honor Roll: 2013-Present, Honor Scholarship 2015-2016

**RELEVANT COURSES**

Marketing	International Business
Advanced Computer Business Applications	Principles of Accounting
Applied Research Methods	Investments
Introduction to Statistical Methods	Managerial Finance

**LANGUAGE SKILLS** Fluent in reading, writing, and speaking Spanish.

**COMPUTER SKILLS** Fundamentals of computer programming using C++ and console applications  
Microsoft Office: Word, Excel, Access, and PowerPoint

**ACTIVITIES**

**Housing Forward** 2015

- Supervised overnight homeless shelters for 20 guests
- Assisted guests with any needs they might have

**Junior Achievement** 2014

- Educated children on basic business practices and economics
- Held weekly sessions for 6 weeks with 13 first grade students

**Dominican Men's Varsity Soccer** 2012-present

- Nominated by teammates "Most Improved Player" for Fall 2013

**EXPERIENCE**

**A & R Janitorial Services Inc.**, Chicago, Illinois June 2015-August 2015  
Custodian

- Maintain cleanliness of lobby for a building with 200 occupants

**McCormick & Schmick's**, Chicago, Illinois May 2014-August 2014  
Busboy

- Cleared and set 150 tables for servers to prepare for dinner service
- Assisted servers with customer service of restaurant patrons

**G & M Die Casting Co., Inc.**, Wood Dale, Illinois May 2013-August 2014

- Worked on several machines die casting various metal parts

PERMANENT ADDRESS  
123 Main St.  
Northlake, IL 60164

**Sally Star**  
starsall@dom.edu  
708-123-4567

CAMPUS ADDRESS  
7900 W. Division Street  
River Forest, IL 60305

**OBJECTIVE** To obtain an internship position in the field of Communications.

**EDUCATION** **Dominican University** River Forest, Illinois  
Bachelor of Arts Anticipated Graduation, May 2017  
Major: **Corporate Communications** GPA: 3.62/4.0  
Minor: **Pastoral Ministry**  
Dean's List 2014-present, Transfer Merit Scholarship 2014-present

**RELEVANT COURSES**

Small Group Communications	Intercultural Communications
Global Business Communications	Ministry to Families
Organizational Communications	Business and Professional Speech
Interpersonal Communications	Introduction to Social Work

**COMPUTER SKILLS** Microsoft Office: Word, Excel, PowerPoint, Outlook  
Social Media: LinkedIn, Facebook, Instagram, Pinterest, Twitter

**ACTIVITIES**

**Communications Honor Society:** Lambda Pi Eta, Sigma Zeta Chapter  
Vice President 2015-present

- Recruit members to help the society's growth in its inaugural year
- Create a yearly Chapter Report recording all accomplishments of the organization including fundraisers held and conferences attended
- Monitor small committees of two or three people to guarantee work is being accomplished toward the advancement of the society usually in the form of event planning

**S.L.A.M. — Student Leadership and Ministry** 2010-present.

- Have the opportunity to go on service retreats and service trips.
- Help with the dinner banquet that is held annually by the University Ministry Center

**Dominican University Star Newspaper,** Columnist 2015-present

- Contribute original articles as needed for a publication with a circulation of over 2500

**VOLUNTEER**

Earth Force, Inc. Denver, CO Winter, 2014

- Taught physically and mentally abused children at a school/home that housed approximately 200 children
- Fed the approximately 50 homeless people through a soup kitchen on the outskirts of Denver

Native Action Lane Dear, MT Summer, 2015

- Worked on several Indian Reservations teaching each grade level about how to eat healthy and exercise; class sizes ranged from about 12-25
- Compiled a workbook for the schools on the reservations to distribute to families about health-related issues

**EXPERIENCE**

**Dominican University,** River Forest, IL  
Student Worker, Dean of Students Office Spring 2015

- Dictate articles for students with reading disabilities using assistive technology
- Transcribe tests for students with special needs as needed
- Refer students and parents to the appropriate faculty/staff member to resolve problems and answer questions

**Student Worker, Athletics Dept.** Fall 2014-Spring 2015

- Monitored Athletic events with up to 150 attendees.

**Permanent**  
123 Mulberry Street  
Chicago, Illinois 60456

**JOHN SMITH**  
smitjohn@my.dom.edu  
312-522-3366

**Campus**  
7900 W. Division Street  
River Forest, Illinois 60305

**OBJECTIVE** To obtain an entry level position in an art related field.

**EDUCATION** **Dominican University**, River Forest, Illinois  
Bachelor of Arts Anticipated Graduation January 2016  
Majors: Photography, Graphic Design Minor Criminology GPA: 3.26/4.0  
Dominican University Academic Scholarship 2012-2016

**COMPUTER SKILLS** Adobe Creative Suite: Photoshop, Illustrator, InDesign, Dreamweaver  
Dreamweaver, Microsoft Office: Word, Excel, PowerPoint, Access, Outlook

**INTERNSHIP** Metro Commuter Magazine, Oak Park, Illinois May 2015-August 2015  
Graphic Design Intern

- Edited photographs using Adobe Photoshop to fit layout specifications
- Created animated files for the magazine website using Adobe Image Ready
- Assisted with the layout of the twenty-six page magazine with a distribution of 50,000

**ACTIVITIES** Student Ambassadors, Representative 2012-present

- Assist the Office of Admission in providing over 200 prospective students with positive and accurate information about college
- Conduct campus tours, support on-campus programs, and host prospective students in residence halls 200 Student Orientation Programs and Welcome Week Activities/Special Programs

Summer Orientation, SOAR Leader 2013-2014

- Facilitated and assisted in the acclimation of 500 new students during the New Student Orientation Programs and Welcome Week Activities/Special Programs

LEAD (Leadership Education and Development) 2011-2012

- Developed a leadership philosophy by attending different workshops such as Communication, Decision Making Diversity, Team Building, Leadership Styles and Critical Learning
- Contributed service to the community by volunteering at local nursing homes and shelters

Dominican University Women's Varsity Basketball 2012-2014

Dominican University Women's Varsity Softball 2012-2014

**EXPERIENCE** **Jewel Osco**, Oak Lawn, Illinois June 2011-present  
Service Clerk/Promoted to Cashier September 2014

- Provide customer service to patrons by assisting them with their purchases
- Process cash and transactions in excess of 5,000 dollars

**Dominican University**, River Forest, Illinois September 2013-present  
Student Worker, Office of the Registrar

- Organize and alphabetize students' academic/personal files and forms
- Enter students' academic information into a database system for faculty/staff

## ACTION WORDS

Accepted	Dealt	Handled	Participated
Achieved	Defined	Headed	Performed
Adapted	Delegated		Persuaded
Adjusted	Demonstrated	Imagined	Planned
Administered	Designed	Implemented	Prepared
Advised	Detailed	Improved	Presented
Allocated	Determined	Improvised	Presided
Analyzed	Developed	Increased	Prioritized
Anticipated	Devised	Indexed	Produced
Appraised	Diagnosed	Informed	Programmed
Approved	Directed	Initiated	Promoted
Arranged	Discovered	Innovated	Protected
Assembled	Displayed	Inspected	Provided
Assessed	Dissected	Inspired	
Assigned	Distributed	Installed	Questioned
Assisted	Drafted	Integrated	
	Dramatized	Interviewed	Recognized
Balanced		Invented	Recommended
Budgeted	Earned	Investigated	Reconciled
Built	Edited		Recorded
	Effected	Justified	Recruited
Calculated	Empowered		Rectified
Catalogued	Encouraged	Keynoted	Reorganized
Checked	Enforced		Reported
Clarified	Engineered	Led	Researched
Classified	Enlarged		Retrieved
Collected	Enlightened	Made	Reviewed
Communicated	Enlisted	Maintained	Revised
Compared	Established	Managed	
Compiled	Estimated	Mapped	Scheduled
Composed	Evaluated	Mastered	Screened
Computed	Examined	Measured	Served
Conceived	Executed	Mediated	Shaped
Conceptualized	Expanded	Motivated	Simplified
Conducted	Experienced	Monitored	Solved
Confronted	Experimented	Moderated	Strengthened
Constructed	Explained		Supervised
Consulted		Navigated	
Contracted	Facilitated	Negotiated	Tailored
Controlled	Financed	Nominated	Trained
Converted	Formed		Translated
Conveyed	Formulated	Observed	
Coordinated	Founded	Operated	Unified
Copied		Ordered	Utilized
Correlated	Generated	Originated	
Counseled	Governed	Organized	Verified
Created	Grouped	Overcome	
Critiqued	Guided		Wrote

There are very important writing guidelines to keep in mind as you develop your resume.

- **Write your own resume...** your resume should be authentic and accurately reflect your goals and achievements; you are the best person to accomplish this task. Writing your resume also forces you to organize, analyze and articulate your experience, a process that enhances your interview technique.
- **Find your thesaurus...**and keep it close at hand. Select specific action verbs that convey your experience, results, etc., as clearly as possible. Do not repeat the same verbs or nouns throughout your resume. Do not use first person (don't say "me" or "I").
- **Brief is better...**phrases can be used instead of sentences. Avoid paragraphs. Make your point and move on.

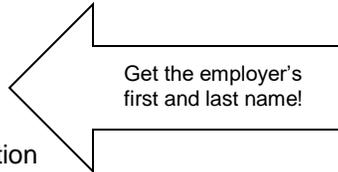
Your contact info  
Address  
City, State Zip Code  
Phone Number  
Email

(Use the same heading that is on your resume)

**Irene Internship**  
7900 W. Division Street  
River Forest, Illinois 60305  
708-366-2490  
Irene\_Internship@yahoo.com

Date

Employer's Name  
Employer's Title  
Name of Company/Organization  
Address  
City, State Zip Code



February 15, 2016

Theresa Pierce  
Human Resources Manager  
XYZ Corporation  
7500 W. Lake Street  
River Forest, Illinois 60305

Dear Mr./Ms. Last Name:

Dear Ms. Pierce:

**First Paragraph** -- Answer three questions: Who are you, what do you want and how did you find out about it? (this does **not** mean, start the paragraph by saying, "My name is ...") Provide information showing your specific interest in the company. Also indicate how you became aware of the opening (newspaper, website, etc.) and the specific job title if you have it.

I became aware of the summer internship program with XYZ Corporation through the Career Development office at Dominican University. I am currently a Junior at Dominican University pursuing a Bachelor of Arts degree with a major in \_\_\_\_\_. I am submitting my resume for your review for this position.

**Second Paragraph** -- Sell yourself! Highlight one or two qualifications you feel would be of greatest interest to the employer. Be specific!! Don't just say "I'm organized" say "I have demonstrated strong organizational skills as the Secretary of Dominican University's Accounting club" If you have had related experience or specialized training, point it out as well.

Your internship program requires the ability to communicate well with a diverse customer base. I have demonstrated my strong communication skills in my coursework at Dominican University. Most recently, I participated in a group presentation analyzing the diverse student population at Dominican University. This project required extensive interviewing and research for its completion. Once completed, we presented the results of this project in a PowerPoint presentation to a class of 20 students. My ability to communicate well with others would make me an asset to your company.

**Third Paragraph** -- Thank the reader for his/her time and consideration. Indicate that your resume is enclosed. Invite the reader to schedule an interview at his/her convenience.

Thank you in advance for your consideration. I look forward to meeting you in person to discuss the internship opportunities with XYZ Corporation. I can be reached at 708-366-2490 to schedule an interview at your convenience.

Sincerely,

Sincerely,

<sign your name>

*Irene Internship*

Type your name

Irene Internship

Enclosure

Enclosure

**CAMPUS**

7900 W. Division Street  
River Forest, Illinois 60305  
708-366-2490

**Irene Internship**

Irene\_Internship@yahoo.com

**PERMANENT**

1234 S. Main Street  
Chicago, Illinois 60611  
773-555-1212

(Use the same heading that is on your resume for your references page)

Karen Smart, Vice-President  
Supervisor at Hill and Knowl, Inc.  
1000 Corporate Dr.  
River Forest, IL 60305  
(708) 555-1212

Stanley Best, Ph.D., Associate Dean  
Professor at Dominican University  
Dominican University  
7900 W. Division  
River Forest, IL 60305  
(708) 524-6000  
beststan@dom.edu

Cary Cool, Bookstore Manager  
Supervisor at Family Bookstore  
315 E. College Ave.  
River Forest, IL 60305  
(708) 524-6000

**Remember:**

- Obtain permission to use your references before you give them out. Be sure you have the correct information about where they want to be contacted. Most references will not want you to give out their home address information. Each time you give an employer your references, let your references know who will be calling them. That way they can prepare in advance to say something nice about you!
- Note that your reference sheet should be printed on the same paper that you used for your resumes, cover letters, and thank you letters.
- References usually are not given out when you send your resume. You should bring them in when you interview with an employer, and offer them at the close of the interview. If you **do not** want your present employer contacted before an offer is extended for the new position, you could add a comment to the reference information for your present employer such as "May be contacted after an offer for employment has been extended." Be sure you clarify this on the application as well.

## Resume Writing Tips

Having a solid and effective resume can greatly improve your chances of landing that dream job. That is beyond discussion. How does one make sure that his resume is top notch and bullet proof, however? There are several websites with tips around the web, but most bring just a handful of them. We wanted to put them all together in a single place, and that is what you will find below:

### **1. Know the purpose of your resume**

Some people write a resume as if the purpose of the document was to land a job. As a result they end up with a really long and boring piece that makes them look like desperate job hunters. The objective of your resume is to land an interview, and the interview will land you the job (hopefully!)

### **2. Back up your qualities and strengths**

Instead of creating a long (and boring) list with all your qualities (e.g., disciplined, creative, problem solver) try to connect them with real life and work experiences. In other words, you need to back these qualities and strengths up, else it will appear that you are just trying to inflate things.

### **3. Make sure to use the right keywords**

Most companies (even smaller ones) are already using digital databases to search for candidates. This means that the HR department will run search queries based on specific keywords. Guess what, if your resume doesn't have the keywords related to the job you are applying for, you will be out even before the game starts.

These keywords will usually be nouns. Check the job description and related job ads for a clue on what the employer might be looking for. You can read more about resume keywords on the article "Tapping the Power of Keywords to Enhance Your Resume's Effectiveness" ([www.quintcareers.com/resume\\_keywords.html](http://www.quintcareers.com/resume_keywords.html)).

### **4. Use effective titles**

Like it or not, employers will usually make a judgment about your resume in 5 seconds. Under this time frame the most important aspect will be the titles that you listed on the resume, so make sure they grab the attention. Try to be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences.

For example:

**Bad title:** Accounting

**Good title:** Management of A/R and A/P and Recordkeeping

### **5. Proofread it twice**

It would be difficult to emphasize the importance of proofreading your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many as necessary. If you don't know how to proofread effectively, here are [8 tips that you can use](http://www.dailywritingtips.com/8-proofreading-tips-and-techniques/) ([www.dailywritingtips.com/8-proofreading-tips-and-techniques/](http://www.dailywritingtips.com/8-proofreading-tips-and-techniques/)).

### **6. Use bullet points**

No employer will have the time (or patience) to read long paragraphs of text. Make sure, therefore, to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

### **7. Put the most important information first**

This point is valid both to the overall order of your resume, as well as to the individual sections. Most of the times your previous work experience will be the most important part of the resume, so put it at the top. When describing your experiences or skills, list the most important ones first.

### **8. Attention to the typography**

First of all make sure that your fonts are big enough. The smallest you should go is 11 points, but 12 point is probably safer. Do not use CAPITAL LETTERS all over the place. Remember that your goal is to communicate a message as fast and as clearly as possible. Arial and Times are good choices.

### **9. Don't include your reference's names or contact information on your resume**

Your resume should only include your personal contact information. You will supply the employer with reference information on their application or on your reference sheet.

### **10. Do not include "no kidding" information**

There are many people that like to include statements like "Available for interview" or "References available upon request." If you are sending a resume to a company, it should be a given that you are available for an interview and that you will provide references if requested. Just avoid items that will make the employer think "no kidding!"

### **11. Explain the benefits of your skills**

Merely stating that you can do something will not catch the attention of the employer. If you manage to explain how it will benefit his company, and to connect it to tangible results, then you will greatly improve your chances.

### **12. Avoid negativity**

Do not include information that might sound negative in the eyes of the employer. This is valid both to your resume and to interviews. You don't need to include, for instance, things that you hated about your last company.

### **13. Achievements instead of responsibilities**

Resumes that include a long list of "responsibilities included..." are plain boring, and not efficient in selling yourself. Instead of listing responsibilities, therefore, describe your professional achievements.

### **14. No pictures**

Sure, we know that you are good looking, but unless you are applying for a job where the physical traits are very important (e.g., modeling, acting and so on), and unless the employer specifically requested it, you should avoid attaching your picture to the resume.

### **15. Use numbers**

This tip is a complement to the 13th one. If you are going to describe your past professional achievements, it would be a good idea to make them as solid as possible. Numbers are your friends here. Don't merely mention that you increased the annual revenues of your division, say that you increased them by \$100,000, by 78%, and so on.

### **16. One resume for each employer**

One of the most common mistakes that people make is to create a standard resume and send it to all the job openings that they can find. Sure it will save you time, but it will also greatly decrease the chances of landing an interview (so in reality it could even represent a waste of time). Tailor your resume for each employer.

### **17. Avoid age discrimination**

It is illegal to discriminate people because of their age, but some employers do these considerations nonetheless. Why risk the trouble? Unless specifically requested, do not include your age on your resume.

### **18. Go with what you got**

If you never had any real working experience, just include your summer jobs or volunteer work. If you don't have a degree yet, mention the title and the estimated date for completion. As long as those points are relevant to the job in question, it does not matter if they are *official* or not.

### **19. Don't include irrelevant information**

Irrelevant information such as political affiliation, religion and sexual preference will not help you. In fact it might even hurt your chances of landing an interview. Just skip it.

### **20. Use Mr. and Ms. when appropriate**

If you have a gender neutral name like Alex or Ryan make sure to include the Mr. or Ms. prefix, so that employers will not get confused about your gender.

### **21. No lies, please**

Seems like a no brainer, but you would be amused to discover the amount of people that lie in their resumes. Even small lies should be avoided. Apart from being wrong, most HR departments do background checks these days, and if you are busted it might ruin your credibility for good.

### **22. Analyze job ads**

You will find plenty of useful information on job ads. Analyze not only the ad that you will be applying for, but also those from companies on the same segment or offering related positions. You should be able to identify what profile they are looking for and how the information should be presented.

### **23. Get someone else to review your resume**

Even if you think your resume is ready for employer's eyes, it would be a good idea to get a second and third opinion about it. We usually become blind to our own mistakes or way of reasoning, so another person will be in a good position to evaluate the overall quality of your resume and make appropriate suggestions.

### **24. One or two pages**

The ideal length for a resume is a polemic subject. Most employers and recruiting specialists, however, say that it should contain one or two pages at maximum. Just keep in mind that, provided all the necessary information is there, the shorter your resume, the better.

### **25. Use action verbs**

A very common advice to job seekers is to use action verbs. But what are they? Action verbs are basically verbs that will get noticed more easily, and that will clearly communicate what your experience or achievement were. Examples include managed, coached, enforced and planned. Here you can find a complete list of [action verbs divided by skill category](http://www.quintcareers.com/action_skills.html) ([www.quintcareers.com/action\\_skills.html](http://www.quintcareers.com/action_skills.html)).

### **26. Use a good printer**

If you are going to use a paper version of your resume, make sure to use a decent printer. Laser printers usually get the job done. Plain white paper is the preferred one as well.

### **27. No hobbies**

Unless you are 100% sure that some of your hobbies will support your candidacy, avoid mentioning them. I know you are proud of your scuba diving, but share it with your friends and not with potential employers.

### **28. Update your resume regularly**

It is a good idea to update your resume on a regular basis. Add all the new information that you think is relevant, as well as courses, training programs and other academic qualifications that you might receive along the way. This is the best way to keep track of everything and to make sure that you will not end up sending an obsolete document to the employer.

### **29. Mention who you worked with**

If you have reported or worked with someone that is well known in your industry, it could be a good idea to mention it on the resume. The same thing applies to presidents and CEOs. If you reported to or worked directly with highly ranked executives, add it to the resume.

### **30. No scattered information**

Your resume must have a clear focus. It would cause a negative impression if you mentioned that one year you were studying drama, and the next you were working as an accountant. Make sure that all the information you will include will work towards a unified image. Employers like decided people.

### **31. Make the design flow with white space**

Do not jam your resume with text. Sure we said that you should make your resume as short and concise as possible, but that refers to the overall amount of information and not to how much text you can pack in a single sheet of paper. White space between the words, lines and paragraphs can improve the legibility of your resume.

### **32. Lists all your positions**

If you have worked a long time for the same company (over 10 years) it could be a good idea to list all the different positions and roles that you had during this time separately. You probably had different responsibilities and developed different skills on each role, so the employer will like to know it.

### **33. No jargon or slang**

It should be common sense, but believe me, it is not. Slang should never be present in a resume. As for technical jargon, do not assume that the employer will know what you are talking about. Even if you are sending your resume to a company in the same segment, the person who will read it for the first time might not have any technical expertise.

### **34. Careful with sample resume templates**

There are many websites that offer free resume templates. While they can help you to get an idea of what you are looking for, do not just copy and paste one of the most used ones. You certainly don't want to look just like any other candidate, do you?

### **35. Create an email proof formatting**

It is very likely that you will end up sending your resume via email to most companies. Apart from having a Word document ready to go as an attachment, you should also have a text version of your resume that does not look disfigured in the body of the email or in online forms. Attachments might get blocked by spam filters, and many people just prefer having the resume on the body of the email itself.

### **36. No fancy design details**

Do not use a colored background, fancy fonts or images on your resume. Sure, you might think that the little flowers will cheer up the document, but other people might just throw it away at the sight.

### **37. No pronouns**

Your resume should not contain the pronouns "I" or "me." That is how we normally structure sentences, but since your resume is a document about your person, using these pronouns is actually redundant.

### **38. Don't forget the basics**

The first thing on your resume should be your name. It should be bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed. Secondly, both the name and contact details should be included on all the pages of the resume (if you have more than one).

<http://www.dailywritingtips.com/resume-writing-tips/>