Résumé Tips that Impress Employers

BE HONEST

Exaggerating your abilities will often result in a lack of job offer, as employers conduct reference checks and continue to verify your experience throughout a job search.

Make sure every detail of your experience is complemented by a story or specific example!

KEEP YOUR FONT SIMPLE AND EASY TO READ

• Arial, Garamond, Century Gothic and Times New Roman.
• Font size is just as important as style. Sizes 11 and 12 point are ideal.
• Never go below 10 point
• Most formatting (bolding, italics) is lost in an electronic résumé, so use capital letters or quotation marks to emphasize important words or titles.

REMOVE

• Spelling and grammar errors
• Outdated information (5+ yrs.)
• Salary information
• Use of humor/clichés
• Pronouns ("I" and "me")
• Personal information such as race, religion, marital status, age, politics, or even personal views

USE BUZZWORDS WISELY

Industry jargon and acronyms can show your familiarity with an employer's business, but jargon shouldn't be used if it might make your resume hard to read or understand.

SPELL OUT acronyms in parentheses if they are not obvious, such as TQM (Total Quality Management).

BEST FIRST IMPRESSION

Place the **MOST** interesting and compelling facts about yourself at the beginning (such as a timely, organized list of accomplishments)

*Focus on highlighting accomplishments that will catch the eye of employers who read resumes thinking: "What can this candidate do for me?"

USE KEYWORDS AND KEY POINTS

Include specific key items that describe your skills and experience. (Example: CPR Certified)

Use "action verbs" to portray yourself as intelligent and capable of making a contribution. Use common headings to stay organized (i.e. Experience, Skills, Education, Professional Affiliations).