

Resume Tips



- Assure you have your contact information accurate.
- Limit your experience to only skills which are relevant to the job you're applying for.
- Have someone you trust proofread your resume`.
- Proofread and edit your resume several times before submitting it.
- Poor grammar and mistakes reflect badly on the applicant.
- Write it in your own words so that it feels natural.
- Describe your skills and abilities as they relate to the specific job.
- List your most current experience first
- Include name of the company
- Use professional and easy to read fonts such as
 Arial, Times New Roman and Veranda.
- Font size should be between 12-14.
- Make your resume sounds like you (in a professional way).
- Underline bold or italicize important information.
- Tailor your resume for each position you are applying for.
- Use bullet points for clarity and neatness.
- One page resume is page is always best.