

EVALUATE YOUR RESUME BEFORE YOU HIT SEND



RESUME
& CAREER
SERVICES

5 HELPFUL TIPS

1

You have a career story

Resumes should tell a clear and compelling story of accomplishments, challenges faced, actions taken, and results achieved. It is not a list of duties and responsibilities.

2

Lead with your strengths

Be sure to present your top strengths and competencies in your career summary or profile statement. In your work history provide evidence of your capabilities.

3

Speak in their language

Address the requirements in the job posting. Match your experience and expertise using matching key words in the posting. Write for the specific position.

4

Help the reader to connect the dots

Use sections to present similar information. Be concise. Avoid unnecessary words. Include quantifiable terms and numbers to paint a picture of your capabilities.

5

Deliver as requested

Follow instructions precisely when submitting your application, resume, or cover letter online. Most companies use a computer to scan candidate information.

Always keep your resume updated for unexpected opportunities.

Evaluate Your Résumé Before You Hit Send

The purpose of this checklist is to assess how well your résumé meets conventionally accepted résumé principles and to identify areas of improvement to increase your chances of being selected for a job interview. Your résumé generally receives less than a 10-second review when first received by a prospective employer. Therefore, it is critical that your résumé makes a positive first impression and compels the reader to contact you for an interview.

Résumé Format - Your résumé should be in a format that best showcases your career history.

- Present in an acceptable length, format, and formality for the particular industry.
- Meet current standards for a “modern” format (online and upload compatibility).
- Check for errors (including spelling, punctuation, capitalization, grammar, etc.)
- Use easy to identify labels for sections on the résumé to lead the reader.

The “Look” of the Résumé - You never get a second chance to make a first impression.

- Avoid using a template (fill-in-the blanks form).
- Capture the reader's attention - stand out compared to other résumés.
- Use appropriate font and sizes throughout the document.
- Select design elements thoughtfully (lines, bolding, bullets, color).

Résumé Content - Your résumé should be unique to you and showcase your value.

- Make it an effective marketing document, not a work history “obituary.”
- State precisely what position is targeted (without an “Objective” Statement - use an introductory profile or career summary).
- Sell qualifications with persuasive, high-impact statements.
- Include relevant jobs - try to cover no more than the last 7-10 years of experience.

Résumé Relevance - Irrelevant information should not be included.

- Focus the résumé for the targeted job goal (job title).
- Do not include unrelated personal information (such as a photo, hobbies, etc.).
- Delete reasons for leaving any job or other negative information.

Website: www.resumecareerservices.com