

# IMPORTANT RESUME TIPS

An impressive resume can be a tremendous aid in generating employment interviews for you. Here are some tips to help you create the most **effective advertisement of your qualifications**.

A resume should be **easy on the eyes of the reader**. The employer should be able to go directly to the information that is being used for screening purposes. This can be accomplished through the use of white space and graphics such as underlining, italics, and bolding.

The order of information should be placed so **your strengths are the first items read**. If you feel your curricular activities would be more significant to an employer than your employment, then put those higher up on your resume.

The descriptions of your experiences should be as **concrete as possible**. This can be accomplished by the use of numbers, percentages, and dollar amounts. This will give an employer the idea of the responsibility you were given in various positions. Don't assume that employers understand everything about a job title.

For most people applying for entry-level positions, the **final copy of a resume will be one page**. A two-page resume is acceptable for certain majors.

In working out your first draft, put down any ideas you have about your qualifications. Try starting with a **Summary of Qualifications**, rather than and/or in addition to the objective.

Compose your own resume. It's best to have descriptions in your own words, because **YOU** will be the one discussing them in an interview.

Some advice about GPA – **if it's 3.0 or better, list it**. Some employers jump to negative conclusions when they don't see one. There are some career fields where GPA's are not seen as a predictor of success, and the employer is not overly concerned when it's not listed.

**Seek the advice of others** as you are composing your resume. It's good to check with Career Services staff, professors, parents, or professionals in the industry that you wish to enter. However, the final decisions on content and format are **YOURS**.

Present your resume as **professionally as possible**. Use a readable font type and size. Use buzzwords throughout. Watch for grammar and spelling errors. Paper should be conservative (white, ivory, gray). Always use matching paper for your cover letter.