

50+ Tips for Resumes

10 Resume Basics

1. Choose the right format: chronological/functional/hybrid
2. Start with a profile paragraph (what you offer) instead of an objective (what you want)
3. Use the job title as the title of your profile paragraph — let them already see you in the job!
4. Use reverse chronological order when listing Experience and Education (oldest last, latest first)
5. Only go back 10 or 15 years (15 if you have relevant job experience you feel you must include)
6. Use a professional-sounding email address with just your name (nothing cute, sassy, druggy or dirty)
7. Keep it simple and relevant — better a “meaty” one-pager than a “thin” two-pager
8. Tweak your resume to match each job ad — targeted resumes get a much better response
9. Talk about your current capabilities, not just your past duties; list achievements, not just duties
10. Be clear and concise (use short phrases; don't use the word “I” or “my”)

9 Tips for Designing Your Resume

11. Use a simple but interesting design (look at a lot of examples in books for inspiration)
12. Don't use more than two typefaces (fonts): one for body text, one for display text (heads)
13. Use easy-to-read fonts for body text (Garamond, Arial, Helvetica, Tahoma, etc. — avoid over-used Times)
14. Use bold, italic, underline, all caps (sparingly), cap/small cap (LIKE THIS) to draw attention
15. Leave enough white space so things don't look crowded
16. Use bulleted lists for readability
17. Separate sections clearly with space or lines (lines can add visual interest if well done)
18. Use a conservative paper color (white, off white, gray)
19. Produce an ASCII (plain text) version for emailing (email it to yourself to test it)

8 Tips for Selling Yourself in Your Resume

20. Position yourself as someone who can do the job
21. Write a profile paragraph that tells the employer who you are and what you offer
22. Use “achievement statements” that tell the impact of what you did in previous jobs
23. Add numbers to quantify your impact
24. Add results to qualify your impact — connect it to clients, customers, depts, processes, revenue, savings
25. Start achievement statements with verbs
26. Use short phrases and “power words” (initiated, developed, improved, accomplished)
27. End your profile paragraph with your most valuable personal qualities (work-related!)

7 Areas Not to Forget

28. Volunteer work (community, church, schools, orgs)
29. Special training (seminars, workshops, courses)
30. Professional affiliations (industry associations)
31. Certifications or licenses, awards or recognition
32. Military service
33. Language fluency (in addition to English)
34. Tech skills (platforms, languages and software)

6 Transferrable Skills Employers Love

35. **Communication** • Writing skills • Public speaking • Organized thinking
36. **Customer service** • Client service • Business orientation • Sales • Marketing
37. **Teamwork** • Collaboration • Interpersonal skills • Cooperation • Giving/receiving feedback
38. **Time management** • Ability to set priorities and meet deadlines • Resource management
39. **Leadership** • Ability to show initiative • Ability to motivate others • Coaching • Training
40. **Technology skills** • Ability to self-educate • Problem-solving skills • Office software

5 Personal Qualities Employers Love to See

41. **Creative** • Able to look at problems from new angles and generate solutions • Dynamic
42. **Flexible** • Able to adapt to new situations • Work well with variety of people
43. **Dependable** • Conscientious • Responsible • Accountable • Reliable
44. **Productive** • Effective • Efficient • Prolific • Helpful • Useful • Innovative • Practical
45. **Positive Attitude** • Cheerful • Friendly • Enthusiastic • Volunteer for new projects

4 Item Final Checklist

46. Spell check and proofread
47. Have someone with an eye for detail look at it
48. Make sure everything on the resume is relevant
49. Repeat name and contact info on second page

3 Resume Types

50. **Chronological:** Emphasizes career path; good for continuous employment in same field
51. **Functional:** Emphasizes skill sets; good for career changers or those with employment gaps
52. **Hybrid:** Best; Shows career path with skills gained

2 Resume Rules to Remember

53. If you have a two page resume, don't copy front to back
54. Don't fold, staple or paperclip your resume

1 Purpose of Your Resume: *To Sell You!*