



Tips for Resume Building



DON'T INCLUDE EVERYTHING

You should only include items on your resume that are relevant to the job/opportunity at hand.

Always view the job posting to locate their desired skills/expectations prior to tailor your resume to those qualifications.



PUT YOUR MOST RECENT EXPERIENCES FIRST

Your experiences should be listed in order from the most recent to the latest.

Therefore, what you are presently doing should be listed first and then follow in reverse chronological order.

STAND OUT - FORMAT MATTERS



Set up your resume so that it grabs the attention of employers. Microsoft word offers free templates.

Don't be afraid to utilize bold, italicize, or even underlining to highlight pertinent details such as your job titles, employment timeframe, or employer. Color (red, blue, or dark green) is also advised with limited use.

HIGHLIGHT ACHIEVEMENTS



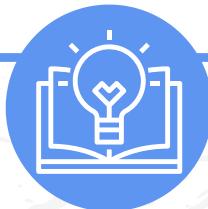
It is great to note what duties or responsibilities you completed in your past, but it is even better to note the differences you made.

Always point out any improvements, sales goals you reached, the number of people you trained, and other related accomplishments when applicable.

INCLUDE YOUR HIGHEST LEVELS OF EDUCATION

If you have degrees/professional certifications, your high school education is no longer needed unless specifically requested by the job.

Include the month + year completed, your major/field, degree level, & any current continuing education you are pursuing with the expected completion date. GPA is unimportant unless applying for an education-based opportunity.



AVOID GAPS & LISTING SHORT TERM JOBS



It is important to close any employment gaps and avoid listing any jobs that were 6 months or less if they are unrelated to the opportunity at hand.

Employers take note of how long you stay employed to determine if you understand the importance of being a valued member of the team and company loyalty.