

# Resume Writing Tips

1. Your resume, a synopsis of your education and experience, serves as your calling card. Keep it concise and brief—preferably on one page.
2. Complete sentences are unnecessary; use brief statements beginning with action verbs for greater effect.
3. Show quantities, amounts, and dollar values when they enhance the description of your activities (i.e.: Achieved sales increase of \$50K per year).
4. Begin with the strongest statements when describing your accomplishments.
5. Condense: every word must be significant.
6. List only most recent positions, usually going back 5 to 10 years, unless a previous position has a strong connection to your objective. If you wish to represent experience beyond 10 years, then consider using a brief paragraph or professional summary.
7. Avoid personal and subjective evaluations (i.e.: Instead of “I have excellent research skills” write “received merit award for three major research projects”).
8. Eliminate repetitions; if you did similar tasks in two or three different jobs, explain in detail only in the most recent position.
9. Limit jargon or acronyms, except those commonly recognized (i.e.: IBM is more commonly known than Information Business Machines; however, not everyone knows ODK stands for Omicron Delta Kappa).
10. Avoid information already implied or included. For instance if you are a college graduate, then describing your high school education is unnecessary.
11. Exclude personal information (date of birth, height, weight, gender, marital status, etc.), pictures and personal/family problems or limitations (divorce, health conditions).
12. Exclude past salary earnings, future salary expectations, and references unless specifically requested.
13. Produce a professional looking master copy using a computer word processor and a laser printer. Then duplicate your resume on professional resume bond paper, preferably white, off-white, or other subtle colors like light grey or tan.