Resume Writing Tips

Make a list of everything you have done or accomplished.

-Every job, award, honor, volunteer work, skill, language.

Tailor the resume to fit the job.

-Chronological Resume (most recent experience first)

- When describing your duties in past jobs focus on the skills you learned that are related to the job you are applying for.

- Highlight training and projects you were a part of that are relevant.

-Write action orientated sentences. (Solved problems, achieved goals, accomplished tasks, etc) http://www.professional-resume-example.com/resume-keywords.html

-Effectively use the "white space" on your page. Guide the reader down the page, providing an occasional break for the eyes.

In your education/employment history make sure to include:

- Name of company/school
- Dates worked/attended
- Where it was located (city)
- Description of what you did. (skills , degree information)

Do-

-Make sure your name stands out

-Highlight what you want to be read. Most important things should be bolded or highlighted in some way.

-Be consistent and pay attention to detail.

DON'T-

-Be repetitious. If you performed a specific task at more than one job, list it in one place only.

-Rule out volunteer work. Those positions can provide valuable insights into your character and the employer will be glad to read about them in your resume. Make sure its relevant to position you are applying for and you describe what skills you gained.

-Create your own format. See the link below for some common resume formats: http://www.professional-resume-example.com/resume-formats.html

-Rush in writing you resume.