

# Résumé Tips

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## *What is the point of a résumé?*

A résumé is a brief summary of your skills and experience; it is your first impression to a possible employer! The goal of a well-written résumé is to gain a job interview.

## *What should I include on my résumé?*

- Personal information (name, address, phone number, email address, etc.)
- Work history (names, addresses, and dates of previous employment)
- Education, skills, and experience which pertain to the job you are applying for
- Activities, awards, and accomplishments that would set you apart from other candidates
- Personal references (names and addresses)

## *I don't have any work experience, what should I do?*

That is okay. Instead focus on the other aspects of the résumé. Emphasize your volunteer work or community activities. Expand on your education. Provide course descriptions, academic awards and honor societies. List extracurricular activities, including sport teams or youth groups. Lastly, include an objective statement; a short, 2 – 3 sentence introductory paragraph. Include your strongest and most desirable personality traits. Also include any skills or talents that you take pride in.

## *How should my résumé look?*

- Your résumé should be easy on the eye; not too cluttered, well organized and easy to read. There are many different styles of résumés (chronological, functional, technical, targeted, etc) as well as informal, creative, or conventional résumés. The key is to choose which résumé suits the information you are presenting. Also, use good quality paper, usually white or ivory in color.

## *Résumé Do's:*

- DO - focus on the job you are applying for.
- DO - keep it simple. Include just enough detail and information to captivate the employer, and then thrill them with details in the interview.
- DO - proofread, proofread, and proofread! Avoid typos and grammar errors. (This is not a text message or online chat with a friend. Use proper English – no slang)
- DO - get out a thesaurus. Use keywords that will impress the person reviewing your résumé. [Click here for a list of keywords!](#)

## *Résumé Don'ts:*

- DON'T - be repetitive. This includes your choice of words, as well as experience and skills.
- DON'T - create your own résumé format. Use formats provided, either online or MS Word templates.
- DON'T - include date of birth, social security number, or previous salaries earned.
- DON'T - rush. Take your time – do it right. Remember, this is your first impression.