

How to Write a Great Résumé

A résumé is the first chance you get to make an impression on an employer. They will decide within the first few lines if you are worthy of their time. This makes it important to be able to write an eye catching, memorable résumé. Below is a list of tips to help you write a résumé you will be proud to hand out:

- 1) **Formatting is everything.** The visual your résumé creates determines if it is looked at or immediately tossed aside by an employer. Keep sections lined up and a consistent font throughout. Your name should be larger and bold at the top.
- 2) **Don't skip the small stuff.** Include all your contact information (name, address, phone number, and e-mail address) on the first page of your résumé.
- 3) **Use language that pops.** Use action verbs and lively words, but not "I" or "me."
- 4) **Tell them what they want to hear.** Begin with a summary or objective to immediately capture an employer's attention with what you can do for them.
- 5) **Get to the point.** Make it clear what position you are seeking and what your goals and objectives for that position are.
- 6) **Sell it.** Be specific in expressing your accomplishments at each previous job instead of just focusing on the title.
- 7) **Don't forget your foundation.** List the college you attended, degrees earned, majors and minors, GPA, date of graduation, and any honors received. Once you've got more work experience, this education information can move to the end or even off of the résumé.
- 8) **Make it look full.** Keep it to one page.
- 9) **Have a template.** Keep one main résumé that you can tailor to different employment opportunities.
- 10) **Proofread, proofread, proofread.** Employers may use typos as an elimination factor, especially if they have many applications to evaluate. Ask friends and family to act as a fresh set of eyes.