

Resumés: Tips to Get You Started



The dictionary definition of a resumé defines it as:

- a) a brief account of one's professional or work experience and qualifications, or
- b) a short descriptive summary of facts

A resumé is a very important tool that most of us will need to utilize at some point in our lives. This is a list of accomplishments and facts that are relevant to the job you are posting for. Below are some tips and skills that may help you to build a strong resumé and also highlight your credentials in attaining a new job position:

- Use a cover letter. This is where you will talk about things briefly and can also tailor your information to that specific job posting. The resumé will include your details or should you say a "story about you." It will be more in depth. Your cover letter is simply an overview of what is to come.
- Use numbers, data and proof of details that you have accomplished. Make sure that accomplishments are quantified by using numbers, percentages, and dollar amounts, signifying concrete measures of success. The more you can show, the better positioned you will be.
- Make sure that the resumé objective is clearly stated and the content is targeted to a specific career goal.
- Make sure the work history section is listed in reverse chronological order, with the most recent job position listed first.
- Write the resumé in implied first-person. Avoid personal pronouns such as I, me, and my.

- Double check that all of your personal contact information is current. This includes first and last name, complete mailing address, email address, and also home and cell phone numbers if applicable.
- Formatting is important with resumés. First impressions are huge. Here are some formatting guidelines to go by:
 1. One page only unless you have a lot of experience. If you do need two pages, make sure that the second page has a heading.
 2. Use Times Roman or a Serif font, 10-12 point size. 12 point is preferred.
 3. Utilize no more than two fonts or sizes.
 4. Make sure that margins are no less than 1" but no more than 1.5".
 5. Use 8 ½ X 11 paper, preferably using thicker stock paper for appearance.
 6. Utilize spell check and proofread your document. Spell check and grammar check your resumé twice. Have at least two others proof it as well. Nothing sticks out more than grammatical errors.
- With technology on the rise, a cool new way to enhance your resumé is to use QR codes. A way to do this would either be to have access to the QR code on your resumé or on your business cards. This code will directly link to an online portfolio that you can build for yourself.

While the above tips cannot guarantee you a job position, by utilizing these, you can help to build yourself an outstanding resumé that you can be proud of.

Best of luck and happy job hunting!