

## Resume Tips

Your resume is your first introduction to the employer; do not underestimate its power. Targeting your resume may seem time consuming, but it shows the employer that your skills fit their position. Be sure to review the sections below to ensure your resume is on the right track.

### Items to Keep in Mind

- Your resume is your first introduction in writing to the employer; don't underestimate its power. Make it attractive, readable and unique.
- Every time you apply to a position, research and tailor the resume to that specific position and organization.
- Targeting your resume may seem time consuming, but it shows the employer that your skills fit their position. This resume guide will assist in the time and effort to write your resume.
- Focus on the most relevant parts of your background; don't just list the jobs you have had.
- Show your education and enthusiasm through the use high-impact action verbs
- **Quantify** your experiences; tell them what you **CAN DO** with specific examples!
- Control the flow of information through the use of sequencing and headers.
- List headings in order of importance (e.g., (1) Education, Projects, Skills etc.)
- Consider the reader when choosing a layout, design, and format for your resume.
- The resume isn't the place to hold back; highlight your unique qualities and exciting accomplishments while being concise.
- Focus on contributions, and your educational and professional success.
- Keep the resume to 1-2 pages. (Curricula Vitae and resume for mid to senior-level positions may be longer.)
- Do not rely on spell check and grammar check. Proofread, proofread, proofread!
- A strong resume should generate interviews and start a conversation.

### The Do's and Don'ts of Resume Writing

- Do not include personal information such as marital status, birth date, reasons for leaving previous positions, or photographs.
- Do not use first person (I) when writing. Start with action words and industry language.
- Do not mention salary requirements on a resume; save them for after the offer/negotiation.
- Add hobbies/interests **if they are relevant**, but not for shock value or to be funny.
- Do not include references or other contacts as this must be constructed on a separate page.
- Do not forget to submit a cover letter with the resume--the two go hand in hand.
- Use language/jargon that proves you have experience for and/or interest in the position.
- Don't list irrelevant and/or inappropriate information.
- Be honest. Most of what is said on a resume will be reviewed during the interview. Don't include it if you don't want to discuss it.
- Make sure your layout is clean and consistent. Don't make them work to give you work!
- Do not use abbreviations-spell it out completely (e.g., CSUSB-> California State University, San Bernardino, BA-> Bachelor of Arts)
- Avoid using pre-made resume templates!!!
- Avoid flashy graphics and/or colored paper!
- Do not exaggerate your work experience-be honest!