CRAFTING STRONG AND CONCISE RESUMES

A resume's purpose is:

- To get you an interview, not the job
- To serve as a marketing tool
- To grab the reader's attention in a clear and concise manner

Basic Facts

Present yourself accurately and positively.

Include only enough information to encourage an employer to find out more.

Do not include personal data such as birth date, height, weight, children, etc.

Do not include references or the phrase "references available upon request." It is, however, a good idea to have a list of references available to bring to interviews in case an employer requests this information.

Contents

Name/Address/Phone number: Place this information at the top of the resume.

Summary/Objective: Begin with a summary, highlighting your background and skills with three or more phrases. Be specific: the reader should know immediately in what job you are interested. You should tailor the summary to each job or job category.

Experience: List your most recent position first and work backward in time. Work from strengths and use statements that show your achievements and contributions to an organization. Stress accomplishments: be sure to include the benefit they had for the company. Start each accomplishment statement with an action verb. Give numeric and percentage details whenever possible. Use generic or commonly understood job titles.

Education: List any college degree (if relevant) but include only the city and state of the college. Do not list the year you graduated from college or high school, as this may indicate your age.

Skills: Include only technical skills. Do not include personality traits.

Professional Affiliations and Certifications (optional): Memberships and offices held in professional associations and professional certifications such as C.P.A., Professional Engineer, etc.

Military (optional): List military background briefly. Do not include dates.

Community Activities (optional): List volunteer activities and offices held. In general, steer clear of including political or religious organizations.

Resume-writing Rules

Use bulleted or highlighted statements that begin with action verbs to describe your duties and accomplishments.

Keep terminology simple and direct. Avoid technical jargon unless the resume is specifically targeted at a company or industry that understands the jargon.

Target or customize the resume to fit the job for which you are applying.

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