

Guidelines for Preparing a Professional Resume

A professional resume plays an important role in your job-seeking campaign. Think of your resume as a key marketing tool with the purpose of helping you get a job interview. It is an advertisement about you, listing your strengths. The resume should create enough interest so that an employer will want to speak to you in person.

Your resume should highlight:

- What you are seeking
- What you can do for a company
- Knowledge, skills, talents
- Results, accomplishments
- Positions held, where & when
- Background training & education

It is important that your resume have a professional format, content and appearance. To prepare your resume, you will want to do an in-depth study and inventory of your past accomplishments. A thorough effort in this area will provide you with:

- An immediate awareness that you have done well
- The necessary information to identify your skills and experience
- The base for a strong resume and a solid job interview

Follow these guidelines when creating your resume:

RESUME CONTENT

- List your most recent position first and work backwards.
- Present yourself accurately and positively.
- Begin your resume with an objective statement if you are primarily interested in one area. However, if your background is varied and you can explore multiple areas, avoid limiting yourself to one area in an objective statement.
- Include only enough information to encourage an employer to find out more.
- Stress accomplishments.
- Include brief description, when appropriate, of the companies where you worked: size, sales, volume, products, etc.
- State: References available upon request.

RESUME STYLE & FORMAT

- Use strong action words (i.e. "Designed," not "Worked on formulation of . . .").
- Make the resume attractive to the eye by using capital letters, bullets (o, - * •), appropriate spacing underlining, etc.
- Never use pronouns, abbreviations, jargon or buzzwords.
- Have someone proofread your resume.
- Limit the length to one page only.