

Interview STOP

Resume Writing Tips

- Avoid the “Objective” statement. Your objective should be clearly articulated in your **cover letter**. If you do include an objective, be specific. Vague statements, such as “looking to utilize my marketing skills” or “seeking a rewarding position” add nothing to a resume and may even make you appear insincere.

IMPORTANT ISSUES

Your resume is your ambassador to the work world. It functions for you 24 hours a day, opening doors to opportunities you didn't even know existed. But not all resumes are alike or are used alike today with all the electronic means available to reach your potential employer. Here are the most important issues to consider as you prepare your resume to represent you in the marketplace.

1. Write your resume in your own words. It may be challenging -- especially if writing ranks among your least favored activities -- but if you write your **own** resume, you'll be able to be sharp in your interview. There will be no embarrassing situations of not knowing what the “resume expert” meant when he wrote that smart phrase on your resume! If you do hire an expert to help you, work closely with that person to be sure your resume **realistically** reflects your abilities and your vocabulary.
2. Put your best foot forward. People remember what they see first and last, so place your **least important information in the middle**. Have an objective or a key word summary or both in the beginning of your resume and end your document with strong content – such as your educational background.
3. Tell war stories. Make a list of all the work or volunteer experiences you've had that support your candidacy for the job. Select the best ones and write them so that they show what **problems** you've solved, **actions** you've taken to do this, and the bottom line **results** you've achieved. For example:

Managed the design, equipment selection, installation, and start-up of a four-aisle, man-aboard storage and order-picking system 35 feet high and 120 feet long, handling 6,000 items. Project was completed on time within the \$400,000 budget.

4. Use resume etiquette. The word resume does not belong any place on the document. **Never use “I”** to start out a sentence. The language of your resume should be specific, clear, succinct, positive, and exciting. Make it easy for someone to contact you. Of course “references are available”. Don't use valuable resume real estate for this statement.
5. Know what format to use. The two most commonly used and accepted formats are the **chronological** and the **functional**.