



HELPFUL HINTS FOR A WINNING RESUME

Your resume is your entire professional career in one glance. Getting an employer to notice that career takes some creativity and ingenuity – always mixed with good judgment. Here are some helpful tips to remember:

- Image is key – always keep it professional with a simple, clean design that is geared to the industry you are pitching. Also, use descriptive keywords and industry buzzwords that were used in the employer's job description. Resumes are sometimes scanned for keywords and not read.
- Place job titles before company, e.g., Sales Representative – Number 1 Cargo Transport, Chicago, IL
- Organize with a hierarchy of information
 - Name/Contact Info: Boldly display at top of page
 - Objective: Tailor for the job application
 - Work Experience: Current job and others in reverse, chronological order
 - Education: Last item after work experience.
- Always include your email address on your resume. Employers look for initiative and may not have the time to call every qualified applicant. Email is usually the choice of communication for interviews. Also, the person who received the resume may not be the person reviewing it. So don't take any chances and include it in your resume.
- Use a professional email address that is clear and concise. An employer may not consider you a serious candidate if your email address is lilcutie, sweetcheeks or bigboy – whatever your gender. Email accounts are free and easy to set-up. Go to Yahoo, Gmail, Hotmail or AOL.

DON'T:

- Use an extensive summary of qualifications. This can be a red flag that signals to employers that you are attempting to cover up an erratic work history.
- Combine achievements with negatives – stating you were responsible for bringing in \$5 million in revenue per year and being laid off due to cutbacks looks suspicious.
- Misspell words. Always proof, run spell check and proof again. Even one typo makes your resume look unprofessional and shows no attention to detail.
- Title your file "Resume"! When saving your resume, the name of the resume file should always be simply "Your Name" and saved as a .doc file (Joe Freight.doc). Remember, if every applicant titles his or her file "Resume," how will your file stand out? Many companies are slower to update their software and may not always be able to open your resume file. If the file doesn't open with one click, it will be trashed and your chances of an interview go with it.