

## Top 10 Resume Tips

### 1. Stick to the basics.

Keep your resume professional by using white or cream-colored paper and a simple font. Colored and/or scented paper is inappropriate.

### 2. Focus on accomplishments.

Present yourself! Describe previous work experience, and list any awards or leadership roles. Include activities, such as the National Speech and Debate Competition. Show potential employers commitment and leadership qualities.

### 3. Don't be generic.

Customize your resume for each position and employer. As you list previous positions or activities, include specifics. This sets you apart from the crowd.

### 4. Keep it brief.

Employers are busy. They may have hundreds of applications for every one job posting. Keep your resume brief; one page usually is sufficient.

### 5. Check the facts.

Do not estimate dates and titles. If you are unsure of an employer's title, dates of your last jobs, or years of school—don't guess. Stretching or estimating information will come back to haunt you and could eliminate you from consideration.

### 6. Include a cover letter.

Employers categorize applicants on the quality of their cover letter. This is your chance to expand on your qualifications and provide employers with a glimpse into your personality.

### 7. Include the right information.

A job termination, or a failed class, should not be listed on your resume. Include accurate and honest information that presents you in the best possible light.

### 8. Speak to your audience.

Research the company and position before applying. Employers recognize and appreciate the extra effort.

### 9. Keep it professional.

Employers do not want to know that you enjoy scrapbooking and running, unless it directly relates to the potential position. Leave hobbies, your height, weight, religion, family, or any other personal information, off your resume.

### 10. Proofread, proofread, proofread.

Always use spell-check. Take advantage of this computer software. It identifies many typos but not all. (For example, the words "there" and "their" commonly are misused on resumes and in cover letters, as are "its" and "it's.") Proofread your work several times, and ask a friend or family member to review it, as well. The more time you spend proofreading your resume and other application materials, the better they will be.