RESUME TIPS AND SUGGESTIONS

1. Final hiring decisions are rarely based solely upon the resume. The resume is your advertisement (just like the Nike swoosh or McDonald's arches) that will get you an interview. The resume should be a **concise, factual, and positive** listing of your education, employment history, and accomplishments.

2. Make sure your resume is **PERFECT!** It only takes one error in spelling, punctuation, or grammar to cause an employer to stop reading. Ask people to proofread your resume. Go over it with a fine tooth-comb.

3. Limit your resume to one or two pages.

4. **Layout** is important. Some suggestions include margins around the page and blank lines between sections to make all the information easier to read. Use a 11-point font size minimum and avoid overuse of italics, bold, and underlining.

5. Since you probably have little work experience, you will want to **emphasize your accomplishments** in and out of the classroom. Volunteer activities, hobbies, sports, honour roll, and student organizations are things that help define who you are and should be highlighted. List only recent honours and awards unless they are specifically relevant to the position for which you are applying.

6. Present your job objective in a manner that relates both to the company and the job description.

7. **Sell yourself!** Create a good first impression by highlighting skills and abilities appropriate to the position. If you don't sell yourself, your resume will stay in the pile with all of the others.

8. **Tell the truth** and nothing but the truth! Employers will pick up on "little" white lies when they interview you.

9. **Choose your words carefully**. In a resume, you need to sound positive and confident, neither too aggressive nor overly modest. Do not use "I." Each description of your responsibilities should begin with a verb.
   The following words and phrases are intended as suggestions for thinking about your experience and abilities:
   accomplish; achieve; analyse; adapt; balance; collaborate; coordinate; communicate; compile; conduct; contribute; complete; create; delegate direct; establish; expand; improve; implement; invent; increase; initiate; instruct; lead; organize; participate; perform; present; propose; reorganize; research; set up; supervise; support; train; travel; work (effectively, with others)

"Moses, you're impressing the heck out of me with this resume."