

Cheat Sheet: Make Your Resume POP

BASIC TIPS:

- Your resume should be neat, orderly, and professional. Pay particular attention to grammar and spelling. An employer will assume a sloppy resume reflects an inattentive applicant.
- Highlight your accomplishments. Include relevant work experience like summer jobs, internships, and externships. Add campus activities and community service projects as well as club and student organization memberships.
- Match your skills and work experience to the specific job description. Remember you are selling yourself as the best person for the job. Show the employer what you can bring to his or her company. Be specific.
- Be clear. Write concise sentences with action verbs. Use verbs like: directed, managed, supervised, budgeted, established, or improved. Strong verbs give your resume added punch.
- Organize your resume with your most relevant skills and experience at the top. List your work history in reverse chronological order.
- Clearly label each section. Use bullets for each sentence, and keep your sentences short.
- Use a standard font in a size that is easy to read (like Times, Times New Roman or Palatine for example). Be consistent with your headings and subheadings.
- Revise. Visit your career center and have a counselor review your resume and help you make it better.
- Write your resume in the first-person voice, without using "I, me or my." For example: Organized information for direct mass mailing.
- Most student and recent graduate resumes are about a page in length. But, if you have enough relevant experience to for a second page, then do so.
- A good resume design should include a balance between white space and text. The borders should be even. Don't use graphics or fancy fonts.
- Print your resume on standard-size, heavy resume paper in a traditional color (white or ivory). Do not use bright colored paper.

Make Your Resume POP Cont.d)

- Always include a cover letter with your resume. Address it to an actual person, not a generic "Dear Sir or Madam." The letter should grab the employer's attention and outline why you are a top candidate for the position.