

Tips for Resume

Resume Guidelines

Contact Info: This should always consist of your name, address, phone number and email. Your voicemail and email address must be professional.

Objective: Your objective should be tailored to the specific job for which you are applying.

Education: Keep this section as standard as possible and leave off all high school information. Include: name of degree, anticipated date of graduation, name of institution, city/state, and CGPA.

Skills & Qualifications: Consider the skills, strengths, knowledge and experiences you hold as it directly relates to the position. You may also want to use an existing job description to help you fit for this section.

Relevant Experience: If you have relevant experience, this is one of the most important parts of your resume. Bullets are preferred over heavily worded paragraphs. Three to five bullets per job is considered the norm. Begin each bullet with an action verb. List in reverse chronological order (starting with your current job and working back).

Additional Experience: Use this section to discuss additional work experience and to show some of your work history. Try to touch on convenient skills that would also be beneficial in the job you are seeking.

Memberships: Include organization name and dates of membership. **References:** Provide only if requested. For now, saying 'available upon request' is appropriate.

Quick Tips: Be sure to proof read, checking for spelling or grammatical errors, formatting, uniformity, neatness and flow. Avoid using templates and update your resume regularly. Also, remember to tailor your resume to the position for which you apply.