

Five Tips and 12 Questions: *Advanced Strategies for Improving Your Resume*

1. **Create an enticing *Job Objective*** - What can you do for them?
2. **Effectively sell your *Work Experiences*** - What skills did you learn? What contributions did you make to the organization? How is your experience relevant to the employer you're trying to impress?
3. **Make *No Assumptions*** - Does the employer know that grades earned at Purdue University are based on a 4.0 scale? Will course numbers make sense to them? Will they understand what abbreviations mean?
4. **Employ a *Readability* strategy** - Are the font and font size that you selected for your resume easy to read? Did you provide adequate space between lines and/or sections? Is the information that you included on the resume provided in a consistent format?
5. **Choose an appropriate *Resume Format*** - Does the standard reverse-chronological resume format work for you? If not, would a functional or combination resume format work better?