



Resume Tips

A résumé is a living document; it is always changing and updating. As you gain more skills, training, and experience you'll want to update it to maximize your job search, it is an ever-changing, living document.

- **Rank Order.** Most résumés have several categories: experience, skills, training, education, volunteering, etc. The most relevant and often most recent experiences need to be mentioned before others.
- **Targeting.** When sending out a cover letter, or cover email these days, you target your best qualities and experiences before you send. The résumé is no different. Look over the job description to tailor it to that specific situation.
- **Summary.** By listing an overview (summary, profile, qualifications), you have succinctly stated the best qualities! List your top five, or so, things that you bring to the table. Be specific.
- **Length.** When a manager looks at a résumé that is 3/4 of a page or one page + a few lines, they ask themselves, "Is that it?" One full, power-packed page is optimal, or if you have a second page-fill it.
- **Call-worthy?** Step into the shoes of the person you intend on sending your résumé to, and ask yourself: would I call this candidate? Also, have mentor look over it...more tips and advice – the better.

