

Resume Tips

- Emphasize experience, education, and skills that relate to the job sought
- List either Work Experience or Education first depending on which is most pertinent to the job you want
- Mention only the most relevant skills and duties, not everything
- Use action words when describing job duties; don't use the word "I"
- Be concise! Keep it to one page
- Use readable fonts, 10-point or larger. Avoid italics, script, images, and special fonts unless the job is one that emphasizes graphics, such as graphic artist
- Use 20-24 lb. white or off-white paper
- Use black ink
- Proofread again and again. Spelling must be PERFECT!