

The Employer's Bottom Line About Resumes

How to Make a Great First Impression...

<p>Your resume has to sell the reader in the top half.</p>	<ul style="list-style-type: none"> ● Your "Summary of Qualifications" should be stated simply with a particular career/job in mind. ● Your strongest skills should be listed in the beginning. ● If education is a strong asset, list it first; otherwise wait. ● The position titles and companies should be easy to pick out.
<p>The resume should be written with the employer in mind.</p>	<ul style="list-style-type: none"> ● Tailor your resume to the kind of job(s) you are looking for. ● If possible, match your qualifications to those listed in the ad or job description.
<p>Your accomplishments should stand out.</p>	<ul style="list-style-type: none"> ● The employer should be able to determine your accomplishments easily when reading work history. ● Avoid using long paragraphs.
<p>Your resume should have eye appeal.</p>	<ul style="list-style-type: none"> ● It should look clean and professional. ● Check for spelling errors. ● Stick to one page (two at most!).
<p>What employers look for when reading a resume.</p>	<ul style="list-style-type: none"> ● Are there sufficient years or levels of experience? ● Is work experience appropriate? ● Are there gaps in work history? ● Is resume neat and orderly? ● Does applicant have transferable skills? ● How does applicant compare with others under consideration?

A Few Resume Do's and Don'ts

DO	DON'T
<ul style="list-style-type: none"> ● Be explicit; use action verbs. ● Make it one page and never more than two pages. ● Select proper format for you. ● Use direct, simple English. ● Do it yourself! Get input from others, but you know yourself best. 	<ul style="list-style-type: none"> ● Don't list hobbies, unless related to work. ● Don't list references. ● Don't list salary requirements or past salaries. ● Don't give reasons for leaving. ● Don't list personal information such as age, sex, weight, height, marital status, or number of children. ● Don't attach a photo.