

DO's and Don'ts of Resume Writing

20 seconds... is the average time a manager takes to scan a resume and determine if the applicant should be granted an interview. What can you do to the design and content of your resume to peak the interest of a prospective employer?

The DOs and Don'ts of Resume Preparation

DOs	Don'ts
<ul style="list-style-type: none"> ➤ Make sure your resume is easy to read. Use concise, unambiguous sentences and avoid over-writing or flowery prose. ➤ Know your audience - use the vocabulary and speak the language of your targeted field. ➤ Keep the overall length of your resume short. Depending upon your experience, one or two pages is ideal. ➤ Stress your past accomplishments and the skills you used to get the desired results. ➤ Focus on information that's relevant to your own career goals. If you're making a career change, stress what skills are transferable to support your new career objectives. ➤ Begin accomplishment statements with action verbs instead of pronouns like <i>I</i>, <i>we</i>, or even <i>the company</i>. ➤ Neatness counts. A poorly structured, badly typed resume is a reflection of the applicant. 	<ul style="list-style-type: none"> ➤ Your salary history or reasons for leaving a previous job should not be included on a resume unless requested. ➤ If you're considering enclosing a photograph of yourself, don't! You may bear a striking resemblance to someone the reader doesn't like. ➤ Don't include personal references on your resume. A potential employer is interested in references only after they are seriously considering hiring you. At that time, you may be asked to provide reference information. ➤ Don't stretch the truth! Misinformation or untruthful statements will inevitably come back to haunt you. ➤ Avoid references to hobbies, activities and memberships that are not business-related or haven't any application to your current career goals or job objectives. ➤ Last, but certainly not least, don't have any unreasonable expectations of what a resume can do. Employers do not hire resumes. They hire people.

Action Verbs Make A Difference

When describing your accomplishments, the use of action verbs can make the difference between a statement that attracts attention and one that seems commonplace and uninteresting.

achieved
added
broadened
consolidated
coordinated -
created
developed
designed
eliminated

established
evaluated
expanded
generated
identified
increased
initiated
invented
maintained

managed
negotiated
organized
performed
planned
purchased
reduced
saved
simplified

streamlined
strengthened
supervised
trained
transferred
utilized
verified
worked
wrote.