

# Resume Tips

## Resume Styles:

**(Reverse) Chronological**- Focuses on listing work history, including dates and employer information, from newest to oldest.

**Functional**- Highlights transferrable skills and abilities rather than your chronological work history.

### Which style is right for me?

If you want to highlight work history and qualifications, utilize the chronological style.

If you want to emphasize your skills or have recently made a significant career change, a functional resume may be the best option.

**Tailoring Your Resume:** Each resume you send out should highlight the accomplishments and skills most relevant to the job you're applying for. This will help potential employers see why you're a good match for a specific position.

**Resume Worksheet:** Save your work history including job duties, salary, employment timeline, special projects, etc. in a separate Word document to use for future resumes. This way, you can copy/paste relevant information for future positions.

## Use Action Verbs!

Coordinated	Negotiated
Executed	Advised
Oversaw	Educated
Managed	Recommended
Organized	Analyzed
Developed	Investigated
Implemented	Audited
Achieved	Tracked
Expedited	Appraised
Improved	Corresponded
Redesigned	Presented
Upgraded	Inspected
Facilitated	Completed
Trained	Exceeded
Partnered	Diagnosed

## DESIGN:

- You can pull inspiration from templates available in Microsoft Word. Remember to keep the format simple. For example, a bold and colorful resume with your headshot may be appropriate if you are pursuing a career in Visual Arts, but not appropriate in Business.
- Keep most relevant information visible on the top two-thirds of your resume. This is what an employer will see first and will determine if they should keep reading. If your most recent position isn't the most relevant to the job at hand, consider starting your resume with a **Skills** section.
- Use font that is easy to read and doesn't distract from your content.
- **CHECK AND RECHECK SPELLING**
- **Keep it concise.** Try to keep your resume to one page. If you have enough pertinent information and experience that exceeds one page, try reformatting your resume to see where you can save space.
- **The objective statement** is optional. This section is typically included only when you are making a big shift in your career and want to explain why your experience differs from the position you're applying for.

## CONTENT:

- **Work history** timeline should include the year you started to the year you left that position. If you were in the position for less than one year, include the starting month and ending month.  
Ex: May 2020 - December 2020
- **Education** should contain the following: program of study, degree earned, and full name of college. If you're still in school, include "Anticipated graduation, Month Year".  
Once you've earned an associate degree or higher, it is unnecessary to include your high school information on your resume unless an employer specifically asks for it.
- Use keywords included in the job posting on your resume.
- Highlight certifications, licenses, and achievements.
- You can include your City and State, not your personal street address.