



## Quick Tips: Stand Out Resumes

### **BASIC TIPS:**

- Make sure your resume is complete from top to bottom. The employer will often check the top and bottom of your resume first.
- You generally only have ten seconds to make that first impression with your resume. Make sure everything you include is neat and concise.
- Incorporate important keywords. Make sure these keywords will speak to the employers in your field.
- Include what university you attend, what you are currently studying, key achievements, top accomplishments, and what differentiates you.
- Specify your objective (if this is something that your career center advises you to do). An objective shows who you are as a candidate. It should outline what you are looking for in your career and what kind of development you are looking to gain.