



Quick Tips: Make Your Resume POP

BASIC TIPS:

- Pay attention to the format of your resume. Employers don't spend a lot of time looking at a single resume so keep the font simple, make sure it is easy to read, error-free, and targeted to the audience.
- Often it's best to list your experience, activities, and other in chronological order. It is important to make sure that the most relevant information is on the top half of your resume and try to keep it to one page (although this may change over time).
- Some resume basics include: avoiding the use of I's, not using complete sentences, focusing on action verbs, keeping it in the present or the past tense.
- SPELL CHECK! Make sure you get someone else to look over your resume before sharing it with potential employers. It is important to make sure your resume is error free.
- Your experiences matter. If you've had an internship that is related to the position, make sure that it stands out on your resume. Also include activities, membership in academic organizations, sports teams, Greek organizations, volunteer work, and leadership roles.
- It's your job to make the connection for the employer. So, make sure your resume is targeted to your audience and speaks to the job description. Use key words, phrases, and skill sets that are mentioned and mimic them on your resume.
- Take advantage of one-on-one counseling. Career counselors can help you with assessment tools, self-evaluation, research, resume writing and review, cover letters, interviewing skills (such as mock interviews), and much more. They can help you optimize your job search by helping you perfect the skills that you will need to find a job.

- Take advantage of your career center. Be sure to attend seminars and workshops that they hold throughout the school year. These seminars cover topics such as resume and cover letter writing, interviewing, meal etiquette, and much more.