

## **WRITING THE PERFECT RESUME**

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- Your resume should be a clear, concise professional presentation of yourself.
- A chronological resume is preferable to a functional resume.
- Always include the month and year in your dates of employment.
- Use "action" verbs for impact, i.e. "achieved, coordinated, implemented, saved, promoted, supervised, etc."
- Provide only the information that is relevant to the position for which you are applying.
- Never include photographs or illustrations, unless required by your professional (e.g. actors' composites).
- Never include age, weight, height, marital status, race etc.
- Never include salary history or present salary objective (unless specifically requested by the employer, and then only provide in your cover letter).
- Whenever possible, keep the resume to one page... no more than two. It is not necessary to go back more than 10-12 years.
- Always include education, degrees, special courses taken, etc., as well as special skills... languages, computer programs, certifications, etc.
- Use good quality paper, white or manila. Do not use colored paper. Use envelopes that match the resume paper.
- The resume should be typed on a word processor or taken to a printer for professional printing.
- Proofread the resume for typos... then proofread again and again. Typographical errors and misspelled words will land your resume in the "circular file".
- Be prepared to provide references. References should be typed on a separate sheet and given to the interviewer when requested.

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Source: Careerxchange Knowledge Center. "Writing the Perfect Resume", 03/05/2007.