

CANDIDATE
RESUME TIPS

- Be concise and to the point.
 - Make the resume 1-2 pages depending on your number of years of experience.
 - If the resume is more than one page, be sure to put a header with your name and page number on subsequent pages.
 - Use bullet points rather than narrative style. It is easier to read!
 - Be sure to given enough information so the reader gets a very good idea of the extent of your experience without giving every tiny detail.
- Be careful when stating an Objective that states what you are seeking. Avoid overly broad objectives that are too general to state anything substantive.
- If you are submitting a resume for a particular position, you can be very specific.
- If you are posting your resume on a public job site, try to state a broader objective that is still on point with the type of position you are seeking.
- Use “power” words or “action” words to describe your experience while adding details to enhance the depth of your duties.

Filing	Development of new filing system Streamlined document management
Prepared PowerPoint presentations	Created new PowerPoint presentations and edited exiting presentations
Phones	Answered multiline phones and transferred calls to voice mail

- Be sure to include all of your contact information such as phone numbers (both cell and home) and your email address.
- Use a chronological format with the most current job first. Include the company name, dates, title and duties, such as:

ABC Graphics, Phoenix, Arizona (1999-2009)
Account Executive

 - Expanded company’s business into Hawaiian market.
 - Initiated agreement with Honolulu based broker.
 - Increased sales in Hawaiian market 100%.
 - Actively participated in development of TQM teams for sales group.
 - Served on task force to improve sales processes and creative effective customer evaluation standards.
- Go back at least 10 years when stating your job history but not more than about 15 years.

- If you have relevant experience prior you can add a separate section called **Previous Experience**. Keep it simple by listing a few pertinent words such as a job titles without including dates.
- If you have limited experience, you may want to list your education, certifications, professional associations, special skills and computer experience at the top of the resume for emphasis on what you can bring to company.
- If you have gaps in your employment, you may choose to address those, depending on the length by simply stating the gap, such as

Maternity leave, Phoenix, Arizona (1998-1999)

- Consider having more than one resume. You may develop one resume for submitting to agencies, you may develop others for targeting particular jobs, then again you may have another for posting to job boards. Each resume will state your background, but will be stated in a different way or highlighted to suit the situation.
- Be truthful on your resume! While you do not want to understate your background, you do definitely do not want to fabricate or overstate your background.
- Unless you are applying for a creative position, keep the resume in a basic, easy to read format on plain paper.
- Use varying fonts such as italics, bolding, and underlining to create an easy-to-read resume that the eye can follow easily.
- Do not list personal information such as age, social security number, family size, religious affiliations, etc.
- Be sure to list dates of employment. It is best to list month/year or you can simply list year. Leaving dates off is a red flag to most resume readers.
- Be sure to run spell check on your resume. Misspelled words can eliminate you from consideration quickly!
- Give the resume an ending such as stating, "**References are available upon request**". If a resume ends with the last job listed, it may appear something is missing.
- Have someone review resume before submitting it in case you missed typographical errors. Spell check does not catch every error!