



Resume Tips from Recruiters and Employees

Hard Copy & Digital

Always bring a hard copy of your resume with you to the interview. Have your resume formatted as a plain Word document to share electronically. You will always want to provide an electronic version of your resume in addition to a hard copy.

Proof Carefully

Be sure to carefully proof your resumes. It is always recommended that you have someone other than yourself review your resume for errors.

List Accomplishments, Not Job Duties

Instead of making your resume a laundry list of your job duties describes your contributions and accomplishments. The employer is seeking a return on investment by hiring you. Use your resume to provide a vehicle to sell yourself. For example, if you raised revenue in your department, list that and list numbers to make those facts solid and concrete. Demonstrate your proven value.

Choose Your Words Well

More than ever you want to choose your words well when writing your resume. Analyze the job listings in your industry and take note of which keywords are used to describe position titles and industry terms.

Why?

1. **Make Your Resume Keyword Rich.** There is a good chance your resume will be scanned and entered into a database where it can be searched for by keyword. Be sure your resume comes up for the keywords potential employers are searching for.
2. **Use Descriptive Position Titles** Use easy to understand position titles, make sure they are easily understood and don't require much explanation. Chances are you will not have the opportunity to explain. Your resume will likely get approximately 2-3 seconds in the initial review. By using descriptive titles, you have a better chance of catching an employer's eye. By using their language, employers are going to be more likely to spot you in a stack of resumes.