

## Top 10 Resume Tips

Think of a resume as advertising, and the product is you. It will have done its job when it 'sells' you to an employer as a great candidate and gets you in the door for an interview, where you can really work your magic!

Here are the top 10 resume tips:

1. Don't use a work email as your contact email! If you have to, create a gmail just for job hunting. Make sure your contact info is current and on every page of your resume (which, btw, should be maximum two pages for most roles except executive or academic).
2. Create a key brand statement at the top: two or three lines that quickly tells who you are and what you offer. Get rid of any generic wording or objective statements that don't add value.
3. Make sure that you list your key skills near the top of the resume. Be creative, or just list them, but make sure they are there.
4. Keep your verb tense appropriate: if the job you're speaking of is current, use present-tense verbs. Past jobs, past tense. For example: provides vs provided; leads vs led.
5. Write it from the 3rd person perspective (pretend you're writing about someone else). Your cover letter should be first person, not your resume.
6. Highlight your achievements! In fact, bold them out. Under each of your roles, put 'Achievements' and then list 'em! Did you save the company resources somehow (money, people, time)? Create a new process that was adapted company-wide?
7. Be sure to include volunteer work, community involvement, and associations you belong to. Do not list hobbies or interests.
8. Gaps in your resume? This is one of the first things a recruiter will flag, so be sure to address them somehow - if you were in school between jobs, travelling the world, or staying home to raise the kids. Sometimes it's okay in the resume, sometimes better in the cover letter.
9. Double check that there are periods at the end of each sentence, and that the font and alignment are consistent throughout. The resume should look neat, uncluttered, and easy to read.
10. Print it off and read it. You'd be amazed at the number of mistakes you find in print as opposed to reading on a computer screen.