

8 STEPS TO A GREAT RESUME

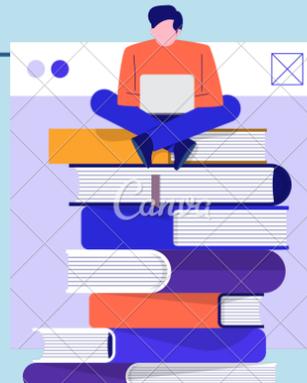


1) PICK THE RIGHT FORMAT AND LAYOUT

Google has plenty of templates and examples and so do most college career services websites!

2) INCLUDE YOUR CONTACT INFORMATION

Make sure all contact information is the most current and that they are email addresses or phones that you check regularly.



3) LIST ALL YOUR WORK EXPERIENCES

Include any professionally relevant positions held in the last four years.

4) HAVE A SECTION FOR AWARDS AND ACHIEVEMENTS

Awards and achievements show that you have been recognized for going above and beyond.



5) TAILOR YOUR RESUME TO THE JOB POSTED

Specifically list skills, abilities, responsibilities and experiences you have that align with the posted position.

6) AVOID A RESUME THAT LOOKS TOO BUSY

Graphics, pictures, and colors can all detract from the main purpose of your resume.



7) PROOFREAD AND CORRECT

Check for spelling mistakes, make sure your language is not too repetitive and make sure your formatting looks uniform.

8) PRINT ON RESUME PAPER

When it is finally time to share, print your resume on resume paper. You can find it anywhere from Walmart to Staples.

