

Resume writing tips

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1. Keep your resume clear, concise and include authentic credentials.
2. An employer takes an average of 30 seconds to skim a resume. You want them to see right away that you are qualified for the position.
3. Proofread your resume numerous times.
4. Be sure there are no spelling or grammar mistakes. Have someone else read it over as well. A simple spelling mistake on a resume can give a negative impression to the employer. It can even prevent you from getting the job.
5. Construct a relevant resume for the position you're applying for; it might be longer than two pages.
 - Identify all client experience you've had, including jobs in retail and the service industry.
 - Consider summarizing rather than listing many specific jobs.
6. Place the emphasis of your resume on your most recent experience. Be sure to highlight career advancements and promotions that occurred with the same employer. Older jobs and experience that are more than 15 years old should either be left out or summarized if it's relevant. This way, the employer can focus on more relevant information.
7. Tailor your resume to suit the position you are applying for.
8. Specify work and volunteer experience or achievements that are related to the position you are applying to. This can be done by reviewing the job description or the employer website.
9. Highlight what you have accomplished.
10. You want to be able to identify the best examples of where you demonstrated your skills. These examples should speak to what you achieved in your role, and should demonstrate what kind of employee you are. It is best to include this information in the "Work experience" section of the resume.
11. Be honest.
12. Lying on your resume is never a good idea. You don't want to overstate your skills or results as it will mislead the employer. Have confidence in what you have to offer.
13. Quantify your achievements.
14. Use firm numbers that the employer will understand and be impressed by. For example, how many people you supervised, how many products you sold, by what percentage you increased sales, etc.
15. Use simple words and action verbs.

- 16.** The person reading your resume might not always be the employer. Resumes can be reviewed by recruiters or Human Resources specialists who may not be familiar with your specific field. Use simple and plain language, but also persuasive verbs such as handled, managed, led, developed, increased, accomplished, leveraged, etc.
- 17.** Include unpaid work that show off your skills.
- 18.** List the continuing education and micro credentials you've achieved.
- 19.** If you have volunteered with a well-known organization or worked for an important cause, put it in your resume. You should include these experiences under the "Work experience" or the "Volunteer work" section, especially if they are related to the position you are applying for.
- 20.** Double check and include your contact information.
- 21.** Your resume should list your name, address, email and phone number. This information should be placed at the top of the first page. Also, make sure this information is accurate. Otherwise, the employer won't be able to contact you. Revise your email if it's along the lines of smellydog@ to a professional one.
- 22.** Create a unique cover letter for each position. Address it personally.