

BEFORE YOU WRITE

- Research the company to find out about their products/services, customer or client base and any information that will provide insight into their organization
- Review the job description thoroughly and identify skills from the posting that can be your focus
- Now that you have identified the top skills, think about past experiences in work, education, volunteer, placement, projects etc. and use those examples in your descriptions of experiences. The more aligned your experiences are the more the employer can see your fit

TYPES OF RESUMES

- Always ensure the content of your resume addresses the employer's needs
- [Chronological resumes](#) are based in time. Experiences are sorted by date (most recent first) and skills descriptions are linked to past work, education, volunteer, or placement experience
- [Functional resumes](#), also known as skills based resumes, group experiences by skill sets, with less emphasis on past experiences
- [Combination resumes](#) are most common and contain elements of both chronological and combination resumes, focusing on a 'skills highlight' section and then moving into experiences

TECHNICAL/AESTHETIC HINTS

- Avoid templates, they are difficult to change and often look stale and employers have seen them. Did you Google it? So did someone else
- Be comfortable with software, you need to be able to change layout and content easily
- Use effects consistently such as bold, underline italics and lines, etc. to engage the reader
- Avoid elaborate fonts/effects, they confuse readers and don't work well in [applicant tracking systems](#)
- Your header needs a professional email address and phone number with voicemail
- Resume length is determined by your experiences and industry norms, generally no more than two pages
- Organize! Employers are reviewing resumes quickly, make it easy to find important information

CONTENT HINTS

- Quantify accomplishments. You increased sales by 10%? Tell them in numbers not just words
- Use [action verbs](#) and professional language, avoid acronyms that aren't industry standard
- Applied projects, placements, internships, co-op, and volunteer work should be used to show skills at work in industry
- Objectives tend to be vague, in most cases they will not add anything and should be removed

BEFORE YOU HIT SEND

- Proofread - typos, spelling and grammar mistakes all show a lack of attention to detail
- Ask yourself: Have you created a targeted resume that addresses company needs and uses examples of your experiences to highlight important skills?