Sample Resume and Resume Tips, cont....

RESUME TIPS

Aspire to Perfection:
- Have someone else (or ideally several people!) proof your resume for spelling, grammar errors, and typos. You don't want to miss out on being called for an interview because you accidentally wrote *there* instead of *their*.
- Check out how your resume looks on a phone or tablet. Chances are that a recruiter may be using a mobile device to view your resume. Make sure that the formatting works.
- Your resume should be carefully formatted. Choose one font and stick to it. Times New Roman or Arial are good choices. Don't use emoticons. Assume that if someone prints your resume, it will be in black and white.

Practice Professionalism:
- Use an appropriate email address. SarahSweetCakesLovestoParty@gmail.com will not work. If you need to, open a new account.
- Make sure your voice-mail message sounds professional. A vintage audio clip from Beavis and Butt-Head will not make a good impression on a manager calling to set up an interview.
- Use your full name, not a nickname. Your friends might call you "El Jefe," but your boss won't.
- Leave out anything that may seem controversial, irrelevant, or confusing. People proofing your resume will be able to spot these better than you can.

Keep in Mind:
- Ten years from now, you will have accumulated enough experience to extend your resume to more than one page. But for now, one page will do.
- The sections of a resume vary. Unlike Miki, you might choose to separate out your work and volunteer experience. You might choose to put Education first, or include one of these sections: Personal Interests, Hobbies, Publications, Awards, Special Achievements, or Technical Skills.

Bottom Line

Sample Resume and Resume Tips, cont....

- Keep your resume current. This is so important. For example, once you graduate, delete the "expected graduation" phrase from your resume.
- Don't exaggerate. Employers want honesty. You have tons to be proud of. You don't need to make anything up.
- Tailor your resume to the organization you are applying to. Carefully review the job description and then pick and choose which skills and accomplishments you want to highlight. For example, if the job involves data entry, make sure that you mention that your senior thesis involved creating a sophisticated database.

Bottom Line