TIPS FOR A GREAT RESUME

01. BE CONSISE

Try and keep it to one page. Use clear, active language when describing what you've done. Get straight to the point.

02. BE PROFESSIONAL

Use a conservative font like Times New Roman or Ariel. Use easy-to-understand formatting. Make yourself stand out through minor flourishes and organization rather than flashy colors and clipart.

03. TAILOR IT

Research the job you're applying to and be sure to include keywords and skills you know that employer is looking for. Look up sample resumes for that specific position.

04. SAVE IT AS A PDF

The formatting in Word documents can shift when sent around or printed so be sure to save it as a .pdf once you're done!

05. HIGHLIGHT ACOMPLISHMENTS

Refrain from dryly listing job descriptions. What did you accomplish at past workplaces? What BIG things have you done?

06. PROOFREAD!

Proofread and then proofread again. Have your friend, neighbor, and mail carrier proofread. Many employers will toss your resume if they see one spelling or grammatical error.

AND DONT FORGET TO THINK BIG!