

Resume Writing Tips:

1. Use present tense verbs for current job.
2. Use past tense verbs for jobs that you have concluded.
3. Dates that are just for 1 year, just put 2016, unless you include month and year: May 2015-June 2016
4. If you have several 1 or 2 words wraps on lines of description for jobs, try to edit so you do not waste a line of space for a wrap.
5. Make sure your resume "**speaks**" the language of the job description for the position you are applying for as this will connect you to the job. Make sure you do not just "**tell**" the reader your skills; you need to "**show**" the application of the skills on your resume.
6. If there are any class projects that further illustrate skills you can bring to the potential new position, make sure you add these under Education or Experience.
7. Employers need "team players" so you may want to indicate how you worked with a team on a project.
8. Your resume should be 1 page.
9. **PROOFREAD!!!** Poor grammar, typos, and spelling errors represent you.
10. List references on another page. Save your "one page" for key info on you as a candidate.

Resume Writing Strategies:

1. **Customize for the job.** I tell students to highlight the key skills on the job description and do a self-assessment to see where the intersections are between your skills and those desired by the employer. You need to use the language from the job description on your resume in describing your skills that the employer seeks. A table can be helpful as a quick read for the employer.
2. **The first review of a resume is not a read but a "skim."** How you structure your resume can directly impact how the employer skims your document. The table of skills helps with this quick readability. When using tables to display skills, make sure that you share how these skills were applied in the Experience section of your document.
3. **Outline responsibilities and Results.** Make sure you share responsibilities AND results (**numbers**--\$,%, led 5 member team.....; **impact projects**—task/action/result; and **recognitions**—employee of the month, promotions, financial bonuses)
4. Look at resumes on www.blueskyresumes.com to get ideas about how you can structure your resume so it effectively shares responsibilities and results. Also look at Combo resume with "helpful hints" at <http://www.etsu.edu/cbat/careerservices/handouts.php> .
5. If you are using a resume to explore positions—what I call a fishing expedition—then, of course, your document needs to reach a broader audience and, hence, share a broader skills set...**think depth and breadth.**
6. Key skills employers seek currently: Communication/Adaptability/Leadership/Working in Teams/Project Management/Global Perspective/**RESILIANCE**. You have to go beyond simply listing the words and **demonstrate the application of these skills** in the experience section.
7. Are you involved in the community, professional organizations? It helps if you can point to professional or community involvement and commitment.
8. How are you building your **PROFESSIONAL DEVELOPMENT**? Speakers? Training?
9. Your resume should evolve as you evolve and reflect your professional growth.
10. Build life experiences strategically so **you control how you brand yourself** in your resume.