

CAREER CENTER

EFFECTIVE GUIDELINES FOR IMPROVING YOUR RESUME

Introduction

What job are you trying to get? What are your qualifications for the job or why are you the best candidate for the position? (How well do you have your sales pitch down)

Objective/Executive Summary

Thinking as the employer looking to fill the position you want, is there an Executive Summary or Objective that **hooks you in** and makes you want to read further? Do you have some experience in the industry, or doing the job? Remember: You are thinking as the employer: What's in it for me?

Highlights/Summary

Is there a Highlights or Summary of Qualifications section that thoroughly addresses how you meet and/or exceeds the qualifications for the job you want?

This section is NOT a summary of all that is in your resume. It is specific to each job you are applying to. Do you **DESCRIBE** what you do or just TELL both in this section and the Professional Experience?

Professional Experience

Do you **DESCRIBE** what you do or just TELL?

Do you include the **SUCCESS/ACHIEVEMENTS** you've had in your professional experience?

Are there any GAPS in employment that need to be addressed? Functional or hybrid resume necessary?

Format

Does the resume format make your **Name** and **Section Headings** stand out as well as the **skillset groups or job titles** that you have to offer?

Are there typos or **inconsistent formatting**? (For example, different type fonts within the same sections, irregular alignment)

Is the **font size** smaller than 11 point?

Are the **page breaks** used effectively?

Education

Is your education related to the position that you are trying to get? If yes, it may be best to put it under the highlights section unless you have experience doing the job they want.