



RESUME-WRITING TIPS

TIP #1: List accomplishments

What's it really about?: Hiring managers want to see that you have a track record of doing a job *well*, not just performing the basic tasks. This means listing accomplishments instead of job duties.

Example:

DO SAY: Revised filing system to maximize space and make files more accessible and easier to find.

DO NOT SAY: Filed all documents.

TIP #2: Use bullet points

What's it really about?: Blocks of text are hard to skim, which is what hiring managers will be doing.

Example:

DO:

- Typed documents such as correspondence, drafts, memos, and emails, and prepared three reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals

DO NOT:

In my position as secretary, I typed documents such as correspondence, drafts, memos, and emails, and prepared three reports weekly for management. I opened, sorted, and distributed incoming messages and correspondence. I was in charge of purchasing and maintaining office supply inventories, while being careful to adhere to budgeting practices. In serving at the front desk, I greeted visitors and determined to whom and when they could speak with specific individuals.

TIP #3: List job experience in reverse chronological order.

What's it really about?: Hiring managers want to see what your career progression looks like at a glance. Obviously, it's important to highlight your most relevant experience, even if it's not the most recent. You can do this by creating different headings, under which each experience is listed in reverse chronological order.

Example:

HUMAN RESOURCES EXPERIENCE

Human Resources Generalist

Awesome Company Name

Saint Paul, MN
November 2014-Present

- Revamped job posting text and format to appeal to targeted applicant base.
- Processed criminal history background checks on time and in compliance with company standards for 30+ new staff members each year.

EMPLOYEE HEALTH DEPARTMENT SECRETARY

Mostly Awesome Company Name

Harrisburg, PA
October 2009-August 2010

- Maintained confidential paper records for over 5,000 employees.
- Greeted and registered patients, responded to concerns, questions and requests over the phone and face-to-face.

ANIMAL CARE EXPERIENCE

ANIMAL CARE CREW LEADER

Animals Live Here, Inc.

Roseville, MN
July 2013-August 2014

- Trained new volunteers, ensured Rehabilitation Center rules, policies and mission were understood and followed.
- Attended and actively contributed to monthly meetings addressing concerns of volunteers and staff.

VOLUNTEER

Adopt Me! Pet Shelter

Coon Rapids, MN
January 2012-September 2013

- Worked with potential adopters to choose the right animal for their living style and desires.
- Socialized dogs, cats and rabbits in order to ease the transition from shelter to home.

TIP #4: Resume should only be as long as your experience warrants.

Old rule: Resumes MUST be only one page

New rule: Resumes can be more than one page, but CONSIDER CAREFULLY how many pages you need and what specific expectations the organization you are applying to has.

Exception: If you are applying to a federal, higher education, or lab job, you will likely need a CV that provides incredibly detailed accounts of all your experiences and skills. Often closer to 5 pages.

REMEMBER: Hiring managers will always see your first page first! Make sure your resume is formatted so the most relevant experience appears at the top.

REMEMBER

Your resume is a marketing document, and you are marketing yourself!

OTHER TIPS:

- Use a legible, professional font (and in a readable size)! No *Comic Sans* or *Papyrus*.
- Educational information should be included at the bottom, and should only be a line or two.
- Do not use buzzwords like “synergy”, “thought leadership” or “visionary”.
- Do not include “References available upon request”. It is expected you will provide references, so save the space!
- Use a consistent tense! This means past tense for jobs where you are no longer working and present tense for current jobs.
- Double-check your formatting! Send your resume to a friend to see what it looks like on the receiving end.
- ALWAYS tailor your resume to the job you’re applying for! You want to highlight your relevant experience, which will vary from job to job.

ADDITIONAL RESOURCES

Ask a Manager: www.askamanager.org

US News Career: <https://money.usnews.com/money/careers/applying-for-a-job>

The Muse: <https://www.themuse.com/tags/resumes-cover-letters>

There are many more resources out there, often with conflicting advice. When in doubt, stick to these basics of good resume writing, and you’ll be fine!

1. Keep it relevant.
2. Keep it legible.
3. Keep it simple.

Good luck!