

Resume Tip Sheet

- Rule # 1:** There are no rules to resume writing.
- Rule # 2:** Be honest, but don't be modest.
- Rule # 3:** Your resume must be easy to read.
- Rule # 4:** Your resume must include your professional employment history.
- Rule # 5:** Your resume must be bold, aggressive and positive.
- Rule # 6:** Your resume must communicate that you are computer literate.
- Rule # 7:** You must sell yourself and show your value to the prospective employer.
- Rule # 8:** You must choose the best format to market yourself.
- Rule # 9:** NEVER include any information that you will have to "defend" in an interview.
- Rule # 10:** NEVER print your resume double-sided.
- Rule # 11:** NEVER include salary on your resume.
- Rule # 12:** NEVER send a resume without an accompanying cover letter.
- Rule # 13:** NEVER hand write changes on your resume.
- Rule # 14:** Never include negative information about a past employer.
- Rule # 15:** Don't include mailing address of prior employers – city and state are sufficient.
- Rule # 16:** Use short indented phrases instead of complete sentences.
- Rule # 17:** Choose the clearest, simplest language to say what you want to say.
- Rule # 18:** Use specific quantities, percentages, or dollar values where they enhance your description of a result.
- Rule # 19:** Put the strongest statements at the top of each section or paragraph.
- Rule # 20:** Do not use "I." It is implied throughout.
- Rule # 21:** Don't list references or that they are "available upon request."

- Rule # 22:** Do not include hobbies, vocational or social interests unless they clearly demonstrate or contribute to your ability to perform the job.
- Rule # 23:** Have someone with good language skills check for spelling, punctuation, and grammar.
- Rule # 24:** Don't enclose your resume in a binder or folder.
- Rule # 25:** ALWAYS make your resume professional – it may be the only chance you have to make a good first impression!

Additional Reminders

Length does not impact results. However, shorter is always better. Remember the purpose of the resume is to get an interview, not to give your entire life's history. Less is more.

In an ideal world, you would create a resume for each position you want. At the very least, you should have a targeted position in mind when you design your resume. This will help you decide what to include and what to exclude.

Never include any personal data such as age, gender, weight, state of health, etc.

Proofread carefully. Then proofread again. And when you are done, proofread again!

Always use assertive, powerful verbs to describe your accomplishments. Don't *tel* what you did, *sell* what you did.

EXAMPLES:

- TELLING:** Supervised 200 production employees.
SELLING: Trained, mentored and led a team of 200 employees that reached record production volumes.
- TELLING:** Upgraded IS architecture to better support operations.
SELLING: Championed transition from System 36 to LAN-based client/server system, led software and applications development team, and strengthened IS support to business units worldwide.

Be creative (but honest), have fun, and get help!

These resume tips are provided to you by Cory Edwards at *Partnering For Success, LLC*. Partnering For Success provides professional resume writing, career coaching, outplacement and retention services, and strategic training initiatives. They can be reached at 703-444-7835 or via email at ResumeWriter@aol.com
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