

Writing the Perfect Résumé



- Your résumé should be a clear, concise professional presentation of yourself.
- A chronological résumé is preferable to a functional résumé.
- Always include the month and year in your dates of employment.
- Use “action” verbs for impact, i.e. “achieved, coordinated, implemented, saved, promoted, supervised, etc.”
- Provide only the information that is relevant to the position for which you are applying.
- Never include photographs or illustrations, unless required by your professional (e.g. actors’ composites).
- Never include age, weight, height, marital status, race etc. Never include salary history or present salary objective (unless specifically requested by the employer, and then only provide in your cover letter).
- Whenever possible, keep the résumé to one page- no more than two.
- It is not necessary to go back more than 10-12 years.
- Always include education, degrees, special courses taken, etc., as well as specific skills, languages, computer programs, certifications, etc.
- Use good quality paper, white or manila. Do not use colored paper.
- Use envelopes that match the résumé paper.
- The résumé should be typed on a word processor or taken to a printer for professional printing.
- Proofread the résumé for typographical errors, then proofread again and again. Typographical errors and misspelled words will land your résumé in the “circular file”.
- Be prepared to provide references.
- References should be typed on a separate sheet and given to the interviewer when requested.-