20 Tips for a Better Resume

Focus on why the employer needs you—Concentrate on highlighting accomplishments that will interest the employer.

Make a good first impression—On average, employers spend less than 30 seconds scanning each resume. Identify the most interesting facts about yourself that are relevant to the job position and place them at the beginning.

Summarize information—Try to keep your resume to one page.

Communication—Use simple and straightforward language. Don't try and impress employers with the depth of your vocabulary.

Be personal, yet professional—Starting with a template is helpful, but be sure to create a resume that is personalized and reflects you.

Be neat and error free—Make sure to catch all typos and grammar errors. It's always a good idea to have someone else proofread your resume.

Be honest—Lying or exaggerating will always come back to haunt you.

Sell yourself—Emphasize your strengths and experience. Portray yourself in the best possible light.

Be balanced and neat—The effective resume is balanced, neat, visually appealing, and flows consistently.

Be positive—Remove any negative comments or feelings conveyed in your resumes, especially when it comes to previous employment experience.

Use keywords—Include specific key words and phrases that describe your job experience such as: "oversaw 15 employees" or "coordinated special events".

Use buzzwords cautiously—Use professional terms and acronyms to reflect your familiarity with the employer's business, but not to the point where it makes your resume hard to understand.

Use action verbs—Portray yourself as active, accomplished, intelligent, and capable of making a contribution.

Avoid personal pronouns—Never use personal pronouns such as "I" or "me" in your resume. Instead, use short action-oriented phrases. For example, "Able to create content for youth programs" is better than "I created content for a youth oriented program".

Personal traits—If you decided to include personal traits, such as "Dependable, Highly-Organized" make sure they are applicable to the position desired. Stop and ask yourself, will the employer find this trait valuable?

Quantify your experience— Numbers are a powerful tool. Instead of saying "Responsible for recruiting new employees" use "Increased employment in my store 150 percent in six months."

Be organized, logical, and concise—In addition to reviewing your experience, employers also use the resume to get a sense of your organizational, writing, and critical thinking skills. Be sure your resume is clear and well-thought-out; asking someone else to read the resume for clarity is a good idea!

Omit salary information—Never make reference to salary in your resume.

List only recent information—The general rule of thumb is to show work experience only for the previous 3-5 years.

Avoid questionable subjects—Never refer to personal information, such as race, religion, marital status, age, political party, or even personal views.