

10 Tips for Creating an Impressive Resume!

1. Choose an appropriate font and font size. Fonts such as Arial and Times New Roman are good choices.
2. Include a summary at the beginning of your resume that explains why you are the perfect candidate for the job!
3. Try to include five key words from the job description in your resume.
4. Make sure everything on your resume relates to the position for which you are applying.
5. When describing your past experiences, try to be as specific as possible. Explain how you added value to your previous positions.
6. As much as possible provide quantities of tasks to emphasize your experience (i.e. "counseled 20 teenagers per week/80 per month for 3 years;" "managed a team of 5;" "maintained personnel files for over 100 employees;" "balanced accounts totaling \$10,000 per month," etc.)
7. Check for grammatical and spelling errors. When describing a past job or experience, make sure your verbs are in past tense (and use present tense verbs when describing work you are currently doing).
8. Include your education history, including your degree, your previous school's name, relevant courses, and any other training that is related to the potential position.
9. Include your GPA only if it is 3.0 or higher
10. Make the resume interesting! Include enough information so that the reader gets a good understanding of who you are. Include unique and memorable facts that make the reader want to know more!

