**Resume 101**

**Your resume should:**

* **Always include the following information:** name, address, phone number, academic background, related employment or experience (paid and non-paid), and skills related to your career objective and goals
* **differentiate you from the crowd** by selling the benefits you have to offer.
* **focus on** the A B Cs:
  + **Accomplishments** Activities with tangible results (awards,

recognitions, offices held within clubs/organizations, volunteering, etc)

* **Benefits** How you satisfy the specific needs of the potential

employer

* **Capabilities** What you can produce or deliver
* Look like a **published document** (typed, free of errors, NO fancy or frilly extras)
* Use just **ONE page**
* Not include your grade point average unless it is a 3.5 or above
* Use **active and descriptive verbs**
* Use bullets, underlining and capitalization effectively to set off info and create a readable document with enough white space and visual appeal for readers to skim and scan your information (Very few resumes are read in detail at first glance!)

Your resume should **NOT:**

* Use a variety of fonts (Stick to professional ones like Times New Roman, Arial, etc)
* Have typos
* Have confusing chronology
* List current or previous salaries
* Include personal data (age, marital status, children, etc)
* Note religious or political affiliations or health conditions
* List reference names
* Wordy or lengthy about individual jobs (no more than a short paragraph for each)
* Be filled with irrelevant information
* Be full of abbreviations

**Other things to remember:**

* Always send your resume with a cover letter tailored to the particular job. It should be sent to the specific person (name & title) in the company responsible for that work area.
* Always call within ten working days to make sure your resume was received and to schedule an appointment to explore possible opportunities within the organization/company.