

# **10 tips for a Better Resume**

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- 1. A resume is a marketing tool and should have only enough information to encourage an employer to find out more.**
- 2. Experience, skills and accomplishments should be summarized in a bulleted list of three statements.**
- 3. The skills section can be targeted to the positions and industries that you are applying to. Make sure these are at the beginning of a resume.**
- 4. Include unusual achievements under Professional Experience. Relate accomplishments to the problem or opportunity faced, action you took and benefit to the company in numerical or percentage terms.**
- 5. Make sure that the resume is discrimination free (avoid any reference to age, race, marital status, religion, etc.)**
- 6. Education should reflect recent and/or related training along with formal education and should be included at the end of resume unless experience is limited.**
- 7. Type should be 10 to 14 point with no unusual typefaces, underlining or italics.**
- 8. Ensure that abbreviations, jargon or buzzwords are not used unless widely known.**
- 9. It's preferable to do a one-page chronological resume if you have a consistent work history. If you are a frequent job changer and have been out of the market a while, a two-page functional skills or combination of functional and chronological is more acceptable. The first page should focus on skills and the second on experience and education.**
- 10. Send your resume to a key contact (someone you have already spoken to) who can forward it to a hiring manager. It is important to emphasize how you can meet an employer's need, not how the company can meet yours.**