Resume Tips

Get to the point

Do not get overly wordy with your resume. Many times, a potential employer is scanning resumes - weeding through the stack. If they have to spend extra time reading, it will likely be passed over.

Spelling and grammar are key

Nothing will have your resume in the "circular file" faster than spelling mistakes and grammatical errors. In this day and age, there is no excuse. What the employer sees is someone that does not care enough to do a good job. Computer spell checkers are great, to a point. I suggest you have a friend read it over as well.

Font is a 4-letter word

Keep the font you choose simple and basic. Anything that can take away from your chances to move ahead in the line should be avoided. A font that has the employer guessing at words is not good. Spacing for text is also important - too close together will have them straining to read your resume.

What color is that paper??

Stick to good quality white paper for your resume. You might think that using a hot pink paper will get you noticed. It will get you noticed for sure - but not in a way you hope for! It is all about a professional look - colored papers do not impress an employer.

Dog ears are not okay!

You are not going to submit that resume with a coffee ring on it are you? The same goes for dog-eared corners, small tears and folds. The employer is looking at the whole package. When you hand in a resume, they have to partly base their choices on what you are giving them. Give them the best.

These pointers will get you started to creating a good resume. To find out more about developing the content of your resume as well as some great online places to submit a resume, visit my website