



## TIPS ON RESUME WRITING

- A resume is a marketing tool for you. Its purpose is to get an interview.
- Format is very important. Use the resume template as a basis. In most cases, a one-page resume is enough.
- Certainly there should be no grammatical or punctuation mistakes. **PROOFREAD** carefully.
- It should be professionally typed in black on good quality white or cream paper.
- Always use a cover letter; never send a naked resume

## WORDS THAT HELP AND HURT YOUR RESUME

*Taken from CareerBuilder.com*

Use specific examples to demonstrate your skills and accomplishments. For example:

Instead of: **“Experience working in fast-paced environment”**

Try: **“Registered 120+ emergency patients per night”**

Instead of: **“Excellent written communication skills”**

Try: **“Wrote jargon-free guide for 11,000 workers”**

Instead of: **“Demonstrated success in meeting client needs.”**

Try: **“Created and implemented comprehensive needs assessment tools.”**

It’s good to be hard-working and ambitious, right? But a Human Resources agent won’t be convinced if you can’t provide solid examples to back up your claims. Be extra careful before putting these nice-sounding, but potentially empty, words in your resume. Be prepared to explain:

- |                   |                 |                  |
|-------------------|-----------------|------------------|
| • Ambitious       | • Goal-oriented | • People person  |
| • Competent       | • Hard-working  | • Professional   |
| • Creative        | • Independent   | • Reliable       |
| • Detail-oriented | • Innovative    | • Resourceful    |
| • Determined      | • Knowledgeable | • Self-motivated |
| • Efficient       | • Logical       | • Successful     |
| • Experiences     | • Motivated     | • Team player    |
| • Flexible        | • Meticulous    | • Well-organized |