



# RESUME TIPS

## Resume Preparation

- Tailor resume to job opening
- Make sure resume highlights relevant experience
- Highlight skills and accomplishments
- Should be clearly written and easy to read
- Keep in reverse chronological order (most recent listed first)
- No more than one page if you are still in college or have been out of college for less than 4 years
- Professionally or laser printed on quality paper or resume paper

## Be Familiar With Your Resume

- Be able to speak in detail about information you have listed on your resume
- Be able to explain any gaps in employment
- Make sure your resume highlights why you are a fit for the job
- Make sure that your resume is crafted to highlight key experience, skills and duties which were listed in the job description
- Be prepared to show that you are or have leadership, analytical, communication, problem resolution and creative skills and/or abilities