

# Resume Advice

**Your resume should include the following points:**

- Language and Grammar
- Layout and Organization
- Accuracy
- Highlighting Accomplishments
- Research
- Customization

**Your grammar and language syntax** convey a lot about you to an employer. There are many computer tools, such as spell check to aid an applicant when writing their resume. Have two or three people read your resume to be sure that your grammar is correct. You do not want to be looked over because you appear uneducated to the potential Employer.

**The layout and organization** of your resume is also another detail that lets your employer know how you think and present yourself in the work world. A well laid out and organized presentation of your work history, skills and achievements go a long way to make your resume stand out in the crowd!

**Accuracy** of the information you provide the employer is crucial to your credibility. Work history, tenure, employment gaps, and your skills are all areas that an employer will look to when making decisions about who they will hire. Stretching the truth or plain lying can quickly be discovered and your resume will then be rejected and discarded. Have a complete list of references available for the interviewer to call upon with the phone numbers provided.

**Highlight** all of your accomplishments from other jobs you have held like training courses, good attendance awards, achievement awards, and Certifications attained. Employers wish to employ candidates who will add value, be dependable, need less training and be an overall asset to the organization.

**Research** any areas of your past employment and represent that information on your resume. Here again, phone numbers of references, length of time employed at each past employer, license or certification dates, diplomas, etc. Research the company to which you are applying so that you understand what they do and how they do it. Do your “homework” for the company you are applying to by visiting their website or reading industry magazines and newsletters. Write a cover letter that addresses the type of company and position for which you are applying. The same cover letter for every position you apply to will begin to sound cliché. Use your research knowledge to explain how you might “fit” into their organization. The cover letter can state your objective more clearly, present greater depth to your character, and address specific job interest.

**Customize** yourself. In your job search you will come across many different positions where you may qualify. If these positions vary from job description to job description craft your resume submission towards each individual job title and the skills needed to be a viable candidate. Again, do not make a “wish list” of job skills but craft individual resumes to include the skills you possess for that “job title”. Use the “objective line” to be a tool towards the job you seek. Make the **Objective** section of your resume a **sizzle** type statement to catch the employer and make you stand out in a good light. For example: “Looking for a career not just a job.”

In summary, it is very important to plan, organize and lay out your employment record in an outstanding way. Remember the following:

- Customize your resume so that employers will see how well you match the job opportunity.
- Highlight your most impressive accomplishments.
- Create the best layout to emphasize your skills and experience.
- Use resume language that clearly communicates your value.
- Develop an impactful resume objective.
- Send cover letters and follow-up with every employer