ESSENTIAL ITEMS FOR A RESUME

TOOLS FOR A SUCCESSFUL FIRST IMPRESSION

PROFESSIONAL TEMPLATE

Make sure to use a professional template - either functional or chronological. Always think about the font, color, size, and formatting. A resume should always be one page.

PROFESSIONAL FORMATTING

You want your resume to be professional but still stand out from the others. Calibri, Cambria, Helvetica, Georgia, Verdana, and Garmond work best. Choose a size that is easy to read. Dark colors work best.

INCLUDE CURRENT AND UP TO DATE CONTACT INFORMATION.

This is how the employer will contact you. It is important for the information to up to date and current. Make sure to include your name, address, phone number, and email address.
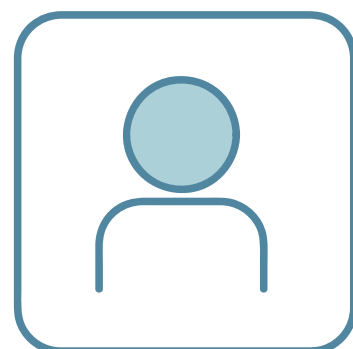
INCLUDE AN OBJECTIVE STATEMENT

The purpose of an objective statement is to tell the reader what the job applicant is trying to achieve. The statement is a concisely written declaration, which answers the question: Why is the job applicant sending a resume to the company or hiring manager? Be specific.
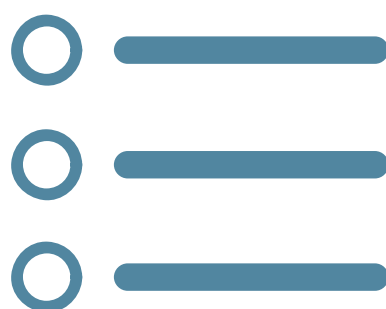
WRITE IN FIRST PERSON

Never write in third person in your resume. You may use "I" but sparingly. Remember this is a snapshot.

INCLUDE ONE-LINERS WITH ACTION VERBS

This is the opportunity to tell the reader what you have to offer. Keep these sentences short and to the point. Always use action verbs.

PROOF READ

Proof read! Proof read! Proof read! This page will be your first impression. Make it a good one!