



# Central Training and Placement Cell

## Resume Tips

### Use Bulleted Sentences

In the body of your resume, use bullets with short sentences rather than lengthy paragraphs. Resumes are read quickly; therefore make key phrases stand out. Bulleting information will help the reader view.

### Use Action Words

Use action words- word like prepared, managed, developed, monitors, and presented will cause your resume to stand out. Some companies now scan in your resume and have computers pull those that meet certain criteria. The computers are looking for one thing- they are looking for keywords that have been picked by the hiring manager. These are action keywords that relate to the position, so not including them could mean your resume is disregarded as a "non-match".

### Use %'s, \$'s, and #'s

You should always use %'s, \$'s, and #'s. Dollar totals, numbers, and percentages stand out in the body of a resume.

### Highlight your Strengths

Highlight your strengths, and what is most relevant to the potential employer. In-coming resumes are typically reviewed in 10-30 seconds, so put forth the effort and determine which bullets most strongly support your job search objective.

### Match the need they have

Match the need they have- Review job postings online and in the newspaper for positions that interest you. Chances are that you have some of these key points in your resume. Chances are that you have some of these as key points already, however, if you have missed any, add them to your resume.

### Be Positive

Above all in your resume and interview-you must be positive. Therefore, leave off the negatives and irrelevant points. Focus on the duties that do support your objective and leave off irrelevant personal information like your race, weight, and height.

### White Space is Important

White space is important. Open up the newspaper and take note of which ads first catch your attention. Are they the ads that are jammed full of text, or are they ads that have a large amount of unused space ("white space"). This is done to grab your attention, as readers are always attracted to open areas.

### Formatting Guidelines

How long should my resume be? What size font should I use? The length of your resume should be 1-2 pages. Yes, you read correctly; you can use more than one page. But remember, keep it concise. It's okay to use two pages for your resume, however it is not necessary.

### Start Applying

Now, you're ready! Start applying-Apply for some jobs that appear to be above your qualifications, apply to positions that are a match, and apply to positions which may be below your level. Why? Perhaps the position below will turn out to be more than it appeared once you interview for them, or perhaps once you have your foot in the door you can learn of other opportunities. If nothing else, interviewing more and more will increase your interviewing skills. It will decrease your nervousness, and increase your skills for facing tough questions.