

## **Guidelines for Writing Your Resume - How to make it professional and memorable**

A resume must be short, easy to read; and quick to draw information from. The purpose is simple, to gain the attention of the employer enough to invite you in for an interview and ultimately get you a job!

### **First impressions matter!**

- Your name should be front and center and bold.
- Your resume should be well organized (with most recent experience on top), be easy to read and contain up to date information.
- Imagine 'vertical lines' - everything should line up properly!
  - Dates, locations etc.
- Ensure there are ZERO grammar or spelling errors
- Avoid fancy, *hard to read fonts*
- Your email address needs to be simple and professional with just your first and last name!
  - NO numbers!
  - NO references to your hobbies/interests (ie: catlover@gmail.com or videogamer@icloud.com)

### **Organization matters!**

- The most important information should go first
  - For example, if your work experience would be of greater interest to the employer than your education, put it first!
  - Must be in date order ALWAYS working backwards from the most recent in reverse chronological order
  - Dates MUST be lined up

### **Word choice and descriptions matter!**

- Provide a clear description of the skills that you possess and that would be beneficial to the employer. Outline your most relevant strengths **for the type of work that you are looking for.**
- **Be truthful always! Don't exaggerate your responsibilities or skills!**