

RESUME TIPS



Here are some tips to assist you in creating your resume. There is not a 'formula' per se, so this is not the only way, but these tips are designed to be helpful for someone without experience creating a resume:

- Include a resume with your application (a tailored cover letter should be used to accent and accompany your resume – *SEE COVER LETTER TIPS* for information on creating cover letters).
- If possible, keep the resume to two pages or less.
- You can find templates for resumes in Microsoft Word and related software or purchase one from the online shop at www.razeljones.com.
- Font size should NOT be less than 10 or more than 14.
- Choose an easy-to-read font or font family.
- Do not handwrite your resume.
- Thoroughly review the job description/posting, as it may provide specific resume instructions.
- Where possible, include data-driven highlights to quantify your impact in professional roles.
- Include (at least) your most recent 10 years of work experience.
- Include your highest level of education/degree attained. Once you have achieved a college degree, you no longer need to include your high school information.
- Avoid the urge to minimize your skills, talents, abilities, and experience.
- Tell the truth without falsely stating your credentials or experience.
- Use captivating language that demonstrates what you have done in your career to date.
- Reflect some of the language mentioned in the job posting.
- Avoid cliché language, abbreviations, and contractions.
- Run and apply spell and grammar check, and if possible, have someone skilled in grammar and spelling proofread before submission.

The resume is your written platform for painting the word picture of what you have done to indicate what you will be able to bring to the table in the position you are seeking. The resume demonstrates your experience, skills, talents, abilities, and impact in a way that shows that you belong in the job you are seeking. It lists your credentials and experience in a way that will capture the employers' attention and urge them to schedule an interview with you.

IF YOU'RE INTERESTED IN HAVING FIVE TALENTS BRAND YOU WITH A CUSTOMIZED, PROFESSIONAL RESUME AND/OR COVER LETTER, CONTACT US AT WWW.RAZELJONES.COM. PROFESSIONALLY DESIGNED RESUME TEMPLATES ALSO AVAILABLE FOR PURCHASE IN THE ONLINE SHOP.