

# Top Resume Tips



- 1) Customize your resume to each position.
- 2) Ensure bullets are results oriented.
- 3) It's a marketing document; searchable key words.
- 4) Keep it to one page.
- 5) Be consistent.
- 6) Quantify accomplishments.
- 7) Keep it simple / easy to skim through.
- 8) Power or action verbs
- 9) Complete job headings
- 10) Proofread - Spell check.
- 11) No slang or unknown acronyms.
- 12) Proper formatting: traditional font, black type white paper
- 13) Shine in 15-20 seconds, 400-word limit per page
- 14) List experience in reverse chronological order.
- 15) Learn to use Word so you don't have to fit to a template.
- 16) Include professional summary.
- 17) Create a professional LinkedIn page.