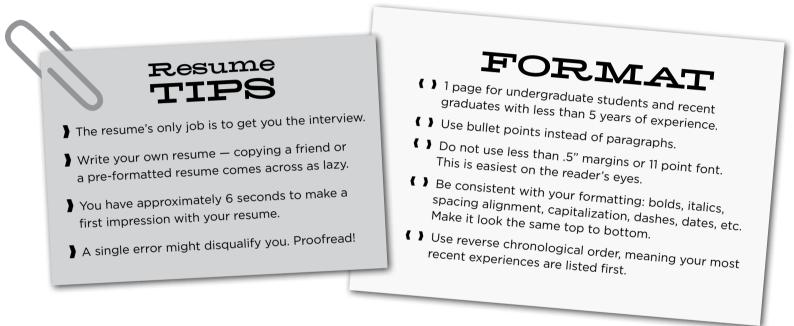
RESUMES (((PREP •

A resume is a summary of your qualifications and a display of your skill sets relevant to the job description. The goal is to present a clear, concise, easy-to-read document that makes the reviewer want to interview you.



Customize your resume by using keywords from the job posting as often as possible in your resume. Most corporations use a computerized ATS system that scans submitted resumes for keywords that indicate that an applicant fits a particular job.

Strong action verbs that align your skill set to the company's needs. Be diverse and use a thesaurus.

GENERAL GUIDELINES

- You must set yourself apart from your peers. When writing your resume, what makes you unique or more qualified than those you are applying against?
- Proofread! Avoid "resume killers" such as spelling, capitalization, grammar, and punctuation errors.
- Be truthful. The last thing you want is to oversell your ability to perform and lose the job in the interview. Avoid words like expert, specialist, guru, etc.
- Avoid personal/discriminatory information such as SSN, picture, or references to age, religion, ethnicity.
- Put references on a completely different page. Do not include them on your resume.
- Avoid listing responsibilities or duties and focus instead on accomplishments. Your resume shouldn't read like a job description.