

# RESUME TIPS + FORMATTING

**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.

## General Guidelines

- You must set yourself apart from your peers. When writing your resume, include what makes you unique or more qualified than others who are applying.
- 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.

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

## RESUME TIPS

- The resume's only job is to get you the interview.
- You have approximately 6 seconds to make a first impression with your resume.
- Write your own resume - copying a friend or using a template comes across as lazy.
- A single error might disqualify you. Proofread!

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

## FORMAT

- One page for undergraduate students and recent graduates with less than five years' experience.
- Use bullet points instead of paragraphs.
- Do not use less than .5" margins or 11-point font. This is easiest on the reader's eyes.
- Be consistent with your formatting: bolds, italics, spacing alignment, capitalization, dashes, dates, etc. Make it look the same throughout the document.
- Use reverse chronological order, meaning your most recent experiences are listed first.

## Using the STAR Method On Your Resume:

**Task: "Increased client base and advised clients on mergers."**

**SAME JOB TASK USING THE STAR METHOD:** "Advised clients on mergers and acquisitions of business segments ranging from \$500,000 to \$1.2M, resulting in 95% customer satisfaction and 9 new client referrals."

**Task: "Developed a marketing plan that redesigned a corporate concept and added 5 new stores nationwide."**

**SAME JOB TASK USING THE STAR METHOD:** "Developed a corporate strategy, reformulated the business concept of a one-dimensional specialist to a provider of full customer service, growing from three to eight stores in 18 months."

**Rawls CMC is here to help. Request one-on-one appointments in Handshake.**