

## Résumé Writing Tips

- **Updated contact information is important.** Make sure your résumé includes your name, mailing address, phone numbers, and e-mail address -- all possible ways you can be contacted.
- **Get to the point, write a summary.** It's a good idea to quickly capture an employer's attention with easily digestible information. Consider beginning your résumé with a specific, highly condensed summary of your professional background, skills, and attributes. A summary also helps to give your résumé focus.
- **Edit and proofread carefully.** The importance of proofing your résumé for typos, misspellings, and grammatical errors cannot be stressed enough. Have another person review your résumé for mistakes if possible. Even small mistakes can lead a potential employer to believe that a candidate might not make a very careful or conscientious employee.
- **Be truthful and accurate.** Make sure you have not included any misleading or false information on your résumé. Chances are your "inaccuracies" will eventually be discovered, and you'll lose all credibility with your prospective employer or even lose your job.
- **Put education in the right place.** Recent graduates, who do not have much work experience, need to make sure and put added emphasis on education. In addition to listing the university you attended, include information on degrees earned, majors and minors, grade point average, date of program completion, and any scholarships or honors received.
- **Other general tips.** Don't use words such as "I" and "Me." Keep your résumé as short as possible, while still leaving in important information about your work history. A long drawn out résumé that isn't to the point could cause the reviewer to lose focus and overlook key facts about you.