Top 10 Tips for Resumes

Written by Administrator
July 27, 2011

Creating a resume can be a stressful and slightly overwhelming experience. Keep these pointers in mind to help smooth the process and create an attractive resume.
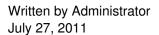
1. Keep it Simple

Pick a simple layout that you like or mix together a couple from the internet to make an unique and professional resume. Use a generic easy-to-read font such as Ariel or Times New Roman. If you are actually physically handing in or mailing your resume use good quality white or ivory coloured paper.

2. Have a Clearly Stated Goal

Employers want to see what applicants' motives are for applying so give them a quick snapshot of your goals. Overall try to communicate throughout your resume what your career goals are. Let the employer know that you have ambitions.

3. Don't Forget the Basics

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Though this may seem like common sense to not forget to include your name and contact information in bold at the top of your resume. You don't want an employer to be impressed by your resume only to realize that they have no way to contact you!

4. No Jargon and Slang

Your resume is a representation of yourself on paper so keep it professional. Use correct English and grammar. . Make no assumptions about the employers' knowledge of Jargon. Use well-known terms that will save an employer from the confusion that will cause them to throw out your resume.

5. Make Your Resume Job Specific

Every job is different and requires different skills. Tailor and change your resume for every job you apply for. Keep your resume up to date. If you first wrote your resume in grade 9 and you're now in grade 11 make sure this information is updated.
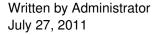
6. Don't Include Hobbies

Regardless of hurt feelings, it is the sad truth that employers do not care what you do in your spare time. If you're applying to be an auto mechanic putting on your resume that you enjoy cooking is a waste of time and makes your resume look cluttered.

7. Do Include Relevant Volunteer Work

That being said employers do want to see that you have an interest and hopefully interest in the field you're trying to get in to. Include all volunteer placements and certification that in anyway relates to the job that you're applying for. Give details about these placements such as the skills you learned and how they would be utilized at the job you're applying for.

8. Be Conscious of Length

Keep in mind when writing your resume that you want employers' to be able to skim your resume and find the information they want with ease. No novels or dramatic monologues. On the flip side be sure to include any relevant information.   Employers do want to see that you've put some thought into your resume and have actually done something with your life!

9. Proofread (at least twice)

Avoid being skipped over for a job because you spelt extra-curricular or even the employers' name wrong. One of the first ways that employers narrow down who to make that call to is to check for spelling mistakes. Take the time to really go over your resume and look for spelling, grammar, and consistency issues in your writing. Better yet, have someone else go over your resume for you.   Having a second pair of eyes to catch the mistakes you've skimmed over or those not-so-good ideas you thought were a stroke of brilliance is invaluable.

10. Pay Attention to Sending Instructions

What instructions has an employer given regarding how a resume is to be sent? Email? Mail? Walk-in? Follow these guidelines to a T! Also important: who is the resume being

directed to? Never use the generic "To whom it may concern" when there is a specific recipient mentioned. Even if there is no name listed it is sometimes a good idea to do a little research into who might be going through your resume. After all, you took all that time to prepare your resume so make sure it gets to someone who might actually read it!