



Per Sé
Providing People Solutions

Resume Tips

The following tips will help you develop an effective resume:

- Always review your resume before submitting it for a new opening. It only takes a few minutes to tailor it toward the specific position and ensure everything is up-to-date—and doing so may make all the difference!
- Your name, e-mail address, and phone number should appear at the top of the first page. (Mailing address is optional.)
- Make sure the phone number on your resume is correct and current. You do not want to send potential employers on a wild goose chase.
- Be specific and clear. The applicant screening/tracking software used by many companies today can't "read between the lines," so make sure your resume clearly and overtly states key information such as: positions held, assignments/project/tasks accomplished, industries worked in, skills possessed, certifications/degrees earned, etc.
- Make sure to include a few statements under each previous job in your work history. Describe what you did and how it contributed to the company. These statements can be as brief or thorough as you want and should feature vivid action words.
- Keep the content focused on presenting your qualifications, and not on sharing personal information (hobbies, marriage status, age, etc.).
- Your resume should be a Microsoft Word document. This will ensure that it can be searched, reviewed, and evaluated by the tracking software used by the majority of companies today.
- Remember to run spell check before saving and sending your resume. Spelling errors can make a bad first impression.