

## **Tips For Creating Your Resume**

### **Cover Letter**

- Every resume you send should be accompanied by a cover letter.
- Look for key words in the job posting and tailor your letter to the position you are applying for.
- Tell your story. This is your chance make a memorable first impression. But you don't have to tell your whole life story – just enough to get the reader interested in having a conversation with you.
- Keep it to a few paragraphs, no longer than a page.
- Proofread it very carefully and ask others to do the same for you.
- Personalize your cover letter for each job you are applying for instead of using a generic one. Include the name of the company and the position you are applying for.
- Use proper formal letter formatting, keeping it professional and clean.
- Save it as PDF to send along with your resume, even if you include the text from it in the body of your email. Name the file smartly, such as “Tom Smith cover letter.”

### **Resume Formatting**

- Find a template to use. Microsoft Word offers resume templates that can make getting started easy.
- Keep it to one page. This will force you to be concise and showcase your most relevant and important experiences. Including only the most pertinent and applicable information means employers can consume more information about you more quickly and understand your fit for the role.
- Make it simple and easy to read. Employers have a minimal amount of time to review your resume, so readability is key. Select a professional, clean font and keeping your font size between 10 and 12 points. Selecting a clear, readable font will help make your resume appear more professional.
- Choose appropriate margins. Typically, you should use a one-inch margin size on all sides of your resume with single spaces between the lines. If you have too much white space, you might consider making your lines spaced by 1.15 or 1.5. You can also increase your margins if you find it is difficult to fill your resume, but they should stay below two inches.
- Make smart use of bold and italics. They can help break up text to make it easier to read but be sure to keep their use consistent throughout.
- Include dates (month and year) to show how long you held a position, served in a leadership role, were involved in an organization, received an award, etc. to provide a timeline for the reader and let them know what you are currently involved in.
- Proofread and edit. Before sending your resume, you should undergo several rounds of proofreading to ensure there are no spelling or grammar errors.
- Save it as a PDF. Do not send it as a Word document. This preserves the formatting, so you ensure the employer is seeing exactly what you want them to.
- Name your file smartly. Save it as “Tom Smith resume” instead of “resume.” The employer will have an easier time saving and referencing your resume.

### **Resume Content**

- Your resume should have four main sections in the following order
  - Contact info
  - Education
  - Work experience
  - Engagement, Skills, Awards and Interests

### **Contact info**

- Make your contact info prominent. You don't need to include your mailing address on your resume, but you do need to make sure to include a phone number and professional email address as well as other places they can find you on the web, like your LinkedIn profile.

### **Education**

- Include the school, degree, major, emphasis, expected graduation date, any honors or GPA if it's noteworthy.

## Work Experience

- List work experiences in reverse chronological order, with your most recent experience listed first.
- Each experience should have at least 3 and no more than 5 or 6 bullets of what you've accomplished there. Always start with the most important first.
- Write your bullet points using active language. Use [power words](#), such as “achieved”, “earned”, “completed” or “accomplished.”
- Include numbers. Employers are highly responsive to measurable proven value. Numbers allow them to better understand the value you may bring to the position.

## Engagement, Skills, Awards and Interests

- Showcase your involvement and any leadership roles you have held in organizations, volunteer activities or honors.
- List out any specialized skills you have that are relevant to the position you are applying for. Leave out the basic computer and software skills. Keep it brief. Quality is more important than quantity.
- Show some personality. Feel free to include an “interests” section, but only if they are relevant to the position you are applying for.

## Things to Avoid on your Resume

- Avoid vague, empty words like detail-oriented, team player, and hard worker. Focus on the specific skills and accomplishments that [make you different](#) from everyone else applying to the position.
- Ditch the objective statement. Use your cover letter to tell your story instead.
- No need to include “Reference Available Upon Request.” It is assumed that will be the case.
- Outdated information. Keep your resume up to date and start keeping an accomplishment journal. Keeping a log of your work accomplishments and [positive feedback](#) as they come up can make putting together or updating your resume significantly easier. Include as many details as possible so you don't have to spend time tracking them down later.
- Do not include a picture on your resume or cover letter.

## Preparing for an Interview

- Once you've applied, be ready for the call using these excellent tips\_

<https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>



[www.holsteinfoundation.org](http://www.holsteinfoundation.org)