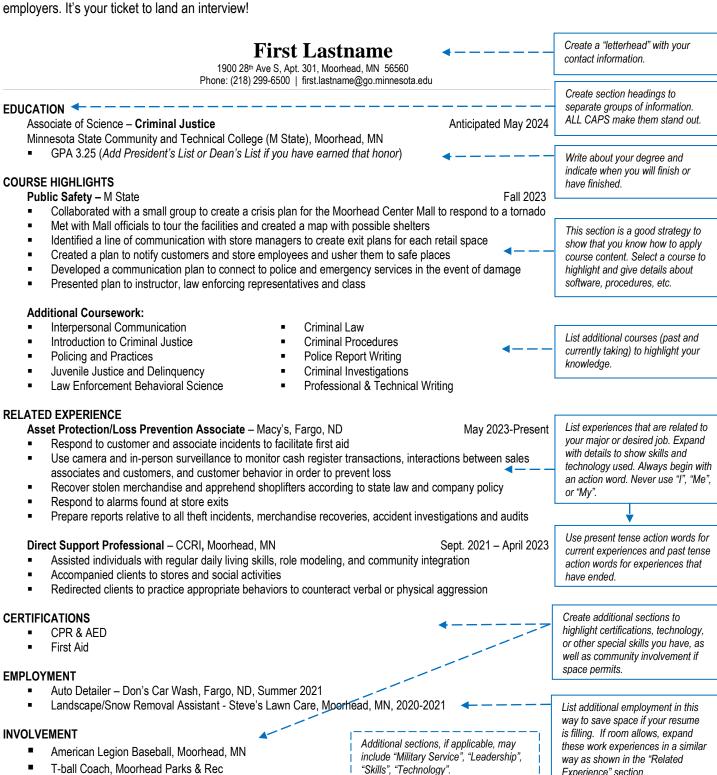
What is a resume? Simply put, a resume is a one page document that sums up a job seeker's qualifications for the jobs they're interested in. More than just a formal job application, a resume is a marketing tool that job seekers use to communicate their value to



Experience" section.

## **Layout Tips**

- **Avoid using a template** they are difficult to format and don't use space wisely! Choose a layout that is easy to read that highlights your most important qualifications, skills and experiences. Set margins at .5". Use 11 or 12 point easy to read font.
- Depending upon your experience and qualifications, your resume may be 1 or 2 pages long. If you have 2 pages, the second page must contain relevant information and should be at least two-thirds full. You may put references on the bottom of a second page.
- Prioritize the information on your resume. Put the most relevant information first.
- Omit an "objective" statement. Use this space to highlight qualification or create a branding statement.
- Avoid personal pronouns such as "I," "me" and "my."
- Begin with action verbs and use present tense for current experiences and past tense for experiences that have ended.
- Resumes must be factual, no fluff or embellishment!
- Avoid abbreviations and acronyms (exceptions: CPR, states, common terms to your profession)
- Create a separate reference page or add to bottom of resume to fill space Omit heading "References Available Upon Request".
- You may need 2-3 different versions of your resume. Create one that can be pasted into online.
- Save your resume as a PDF document to use with online application systems.

## **Key Resume Words**

Accounting Skills	Office Skills	Research Skills	Verbal Skills
Administered	Approved	Clarified	Addressed
Allocated	Arranged	Collected	Arranged
Analyzed	Collected	Critiqued	Corresponded
Appraised	Complied	Evaluated	Developed
Audited	Executed	Examined	Directed
Calculated	Generated	Identified	Drafted
Developed	Monitored	Inspected	Edited
Managed	Organized	Interpreted	Enlisted
Marketed	Prepared	Interviewed	Formulated
Planned	Processed	Investigated	Influenced
Researched	Purchased	Reviewed	Lectured
A 41 41 ALIII	Recorded	Summarized	Moderated
Artistic Skills	Retrieved	Surveyed	Motivated
Created	Screened		Negotiated
Designed		Supervisory Skills	Persuaded
Directed	People Skills	Administered	Publicized
Established	Adapted	Analyzed	Recruited
Illustrated	Advised	Assigned	Reconciled
Integrated	Assessed	Attained	Spoke
Invented	Assisted	Chaired	Translated
Mechanical Skills	Clarified	Coordinated	Wrote
Assembled	Coached	Delegated	Missallana ana Obilla
Built	Communicated	Developed	Miscellaneous Skills
Calculated	Coordinated	Directed	Accelerated
Computed	Delegated	Executed	Accomplished
Designed	Directed	Increased	Conducted
Fabricated	Increased	Organized	Demonstrated
Maintained	Organized	Oversaw	Equipped
Operated	Oversaw	Planned	Founded
Programmed	Planned	Prioritized	Implemented
Remodeled	Prioritized	Produced	Improved
Repaired	Recommended	Recommended	Motivated
Solved	Reviewed	Reviewed	Recommended
Trained	Strengthened	Strengthened	Revamped
rraineu A	Supervised	Supervised	Scheduled
Λ.			



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