



The format of your resume will reflect the [following information](#) (*see tips*) about your careers search:

- ♣ Your Objective/Responsibilities – Career advancement, career change, or parallel positioning.
- ♣ Your Skills - This format is filled with key words in current career to allure recruiters who search for skills.

Hint: Managers and supervisors generally use a format which reflects the objectives and responsibilities of their career.

Overall there are six things to remember about you and your resume.

1. **Market yourself and skills:** My grandfather once told me if you advertise you will get results. The reason resume writing is difficult is because you have to think about who you are today and what you want to do tomorrow. And sometimes you just need a JOB. Don't start with writing a resume – start with a blank page and write down this information.
 - a. Think of all the positive things you like about yourself.
 - b. What skills have you developed in your current/previous positions?
 - c. Which skills did/do co-works/supervisors appreciate you for? *Hint:*
 - i. *Use previous employment reviews to help you here.*
 - ii. *Use kudos remarks form peers*
 - d. Are you a creative person? Did you make a process easier by making procedures?
 - i. How do you operate in teams?
 - e. Which skills did you learn in school? *Hint: Brag about your educational achievements.*
 - f. Describe your organizational & communication skills.
2. **Use active language:** When you describe yourself and your skills use [action verbs](#) (*see list of action verbs*). Also make sure you use the present tense for current positions and past tense for previous positions. These are IMPACT terms to grab the eye of the reader. Change your font or style when using these words as well. Nothing too flashy but a bold or italics will suffice.
3. **Present Information:** There are several different ways to present your experience. If you are using bullets remember to use the action verbs to describe how you used your skills. Most employers of technical candidates look for the chronological order. List your present our most recent position first. If your education is current in the last 5 years list that at the top of your resume. If you hold active security clearance let the reader know.
4. **Be Consistent:** Choose a spacing format, an order of information presentation or a format of highlighting and be consistent throughout.
5. **Check for Grammar:** Always double check your grammar. Make certain your margins are at least .5 inch and your font is not too small nothing less than 10 pt. *Hint: A good idea is to have a friend look at your resume hopefully a friend who has hiring authority*
6. **Neatness and Visual Appeal:** Print your resume so that you may see how the format looks when printed. Also send it in e-mail format to yourself so that you can see if the formatting is consistent. *Hint: If you are posting your resume online use a e-mail address you will always use and check e.g. a Gmail or Yahoo type of account. Another Hint: When posting online you don't know who is reading your information so don't disclose your address a good recruiter can see the location of your recent and current position. Providing a good telephone number and email address will suffice.*



Action Verbs:

accelerated	conserved	facilitated	planned
accessed	constructed	filed	prepared
acted	consulted	finished	presented
administered	controlled	fixed	programmed
advertised	coordinated	focused	proposed
advised	counseled	followed	protected
affected	created	formulated	publicized
analyzed	defined	generated	purchased
applied	delivered	guided	recruited
approved	demonstrated	helped	reduced
arranged	developed	illustrated	referred
assembled	diagnosed	improved	repaired
assisted	directed	increased	represented
attended	divided	interviewed	researched
balanced	documented	investigated	revised
brought	drafted	judged	selected
budgeted	drove	lectured	sold
built	edited	led	solicited
calculated	eliminated	maintained	solved
checked	encouraged	managed	supported
classified	endorsed	mediated	taught
collected	enforced	monitored	tested
compiled	established	negotiated	trained
competed	examined	observed	updated
completed	exceeded	obtained	utilized
conceived	executed	operated	volunteered
conducted	expanded	organized	wrote

Items to have when developing your resume:

The job description of the position you desire

Job evaluations

Blank paper

Hint: determine your format last!