

Resume Tips From the Experts:

File: Career Advice/Frequently Asked Questions

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Do

- ▶ Standard size white or gray paper only.
- ▶ Specialization is key. The better jobs require increased specialized skills. Tailor your resume for the job [more than one resume is OK].
- ▶ Draft, edit, spellcheck, proofread, and have a friend proofread.
- ▶ List charitable, trade, and civic associations, but be brief. Being too lengthy creates a perception of too much play and not enough work.
- ▶ Always have an updated copy of your resume delivered to your references. They might not remember as much about you as you think.
- ▶ Always use a courier or overnight delivery service when applying for high level jobs. You can be assured it's opened and read immediately. Particularly with today's access to e-mail. Hiring managers have a hard time dealing with information overload through e-mail.
- ▶ Keep cover letters brief and to the point. Knowing your audience and delivering makes a big difference.
- ▶ Always keep a report card on yourself and save all reviews from previous employers. It is the starting point for proper preparation.
- ▶ Achievements should be highlighted with measurable criteria.
- ▶ Know your audience and play to them. Have a basic understanding of the reader's interests, hobbies, educational background, and specialized needs to create a synergy.
- ▶ Always leave plenty of white space and adequate margins. Your resume should breathe as it is read.

Don't

- ▶ Don't use gimmicks, colored paper, pictures, or wordy cover letters.
- ▶ Avoid comments about lack of flexibility, stating preferences, or certain desires.
- ▶ Never reveal salary on the resume.
- ▶ Never lie. Someone will eventually find out and you'll lose credibility [never to be regained].
- ▶ Never abbreviate terms or jargons, certain readers can confuse them too easily.
- ▶ Never include company phone number unless it's a confidential voice mail.
- ▶ Do not include references. It's taken for granted you have them and employers will inquire when ready.
- ▶ Avoid clutter: Social Security numbers, addresses of employers and educational institutions, and classes attended occupy unnecessary space.
- ▶ Avoid any negative remarks about past employers [no matter how bad it was] and reasons for terminations.
- ▶ Avoid over used sayings such as 'per se', 'proactive' and 'streamlined'. They're boring.

Notes: _____
