



# Resume Writing Tips That Work!

Resumes are a summary of your education, experience, employment, skills, and interests. They are designed to showcase your qualifications and introduce you to a potential employer. Your resume may be quickly scanned rather than read. You have about 30 seconds to convince a potential employer or a college entrance office to read further. Use these tips to help you write a winning resume.

- Keep it clear and concise, but not too brief. Resumes should be about one to two pages in length. If you have a two-page resume, make sure you put your name at the top of page 2 and that bold headings help the reader find what they are looking for.**
- It should be neat and well-organized. A resume serves as your first impression so be consistent with the formatting and font. Suggested sections include: Contact Information, Job Objective Statement, Educational Background, Work Experience, Honors, Community and Related Activities, and References.**
- Have someone proofread your resume before you send it out to potential employers. Spelling errors and errors in grammar are not acceptable and may turn off employers!**
- Use action words (like lead, managed, counseled, or taught, etc.) when describing your work experience. These words better demonstrate your strengths and accomplishments.**
- Use the job description of the position you are seeking to help you highlight specific skills and qualifications that match the job. In other words, make sure your resume fits the job you are applying for.**
- Print the final draft on quality paper. Choose white or ivory resume paper to give an added professional look and feel. Be careful sending resumes by email; ask for technical help!**
- You can use resume templates you may find on computer software programs, but be sure to make your resume your own!**

*Adapted by the Georgia Association on Young Children (GAYC) Advancing Careers Project from: The University of Georgia Career Center (2007). Resume Writing Tips. <http://www.career.uga.edu>.*

For more information on advancing in your career, contact GAYC's Advancing Careers Project at 1-888-405-2238 or visit us online at [www.gayconline.com](http://www.gayconline.com).