



Your Resume: A Reflection of You

Your resume is reflection of you on paper. It is an organized and concise compendium of your work and community experience, your education and outside interests. It should also clearly state your aspirations and how the organization will benefit by hiring you.

The purpose of a resume (your primary marketing tool) is to generate interest and to get you in the door for an interview.

Your resume:

- Reflects your personality
- Provides a sample of your writing abilities (especially the cover letter)
- Serves as your silent salesperson

Tips for compiling a great resume:

Be Honest! If nothing else, be honest about each and every fact you place in your resume. Don't embellish or make up titles, positions, educational achievements or dates. Most likely you will be caught, which may severely impair you and your reputation.

Make it Easy! Make it easy for the reader to follow your educational path, employment history and or community experience by placing these in sequential order, the most recent first, back through the years. Use a bullet format. Make sure you include obvious increases in responsibilities and achievements from one position to the next, so the person reading your resume can easily follow your career and determine what a growth-oriented person you are.



Show Off! Showcase your proven talents. For example if you are a good team player, project manager, people manager, strategist, analyst, trainer, problem solver, goal setter, achiever or communicator, your resume should say so. Each time you update your resume, review your showcased skills and make sure they are current. Use action verbs to describe your accomplishments. See our [Resource Center Action Verbs List](#).

Highest Quality! Make sure your resume is printed on the best quality paper, using the best quality ink available to you. Your resume needs to reflect your level of professionalism. Unless requested, avoid hip and modish papers, font styles and inks. Remember, your resume is your silent salesperson, and just looking at it should provide the interviewer with assurance that you may be the one they are looking for.

More useful tips:

- Have your friends/family proofread your resume, so that all typos are eliminated before submission. Don't rely solely on spellchecker. Make certain grammar is correct.
- Use bold, italics or underlining to highlight essential information and make it easy to read.
- Provide more than one telephone number for yourself. Make sure you include your day and evening numbers.
- Contact at least three work references and two character references and ask them to assist you. Confirm their willingness to serve as references for you. Keep these names in reserve. Provide these references only on request. Do not include reference names in resume. Send a current copy of your resume to your references. Let your references know when you have given out their name and to whom. Also let them know about the position you are applying for.
- Where applicable, use numbers, percentages of increases and dollar amounts (not salary history or salary requirements) to illustrate your achievements.
- Keep your resume updated to reflect your current employment, volunteer commitments and education, so that when you need it, it's ready to go!

The purpose of your resume is to call attention to you--to describe you, your capacity and ambitions in detail to others. It should get a reader's attention, arouse their curiosity, and call them to action. Does your resume do that?