

## Resume Tips

A resume is a summary of your education, skills, accomplishments, and experience. The purpose of the resume is to capture the interest of a potential employer. To prepare a successful resume, you need to know how to review, summarize, and present your experiences and achievements on one page.

### Seven Tips for writing a good resume:

1. **Pay attention to detail** - make sure you include all the information the potential employer asked for.
2. **Do the Basics** - Proof read and don't forget to check your spelling!
3. **Write an effective resume** - Organize your information in a logical way. Keep descriptions clear and to the point. Use a simple, easy-to-read font.
4. **Customize their response** - Address the hiring manager directly and include the name of the company and the position you are looking for in your cover letter.
5. **Make it easy for the potential employer** - Use your name and the word "resume" in your email header so that it is easy to identify.
6. **Focus on what you can offer** - Market yourself and stand out from others. What will you do to help the company?
7. **Be professional**- Make sure you have an email account and an answering machine. Make it easy for the employer to contact you. Make sure your email account name your answering machine message are professional.

