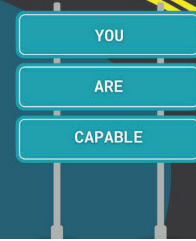# TIPS FOR
WRITING A RESUME

A resume is a written summary of a person's education, skills, and work experience. There is no one right way to write a resume, but below are some tips for making a great first impression in writing.

STICK TO THE BASICS

Look professional by using white or cream-colored paper and a simple font. Colored paper is inappropriate. Avoid busy visuals like clip art and colored ink. Keep it brief; one page is usually enough.

FOCUS ON ACCOMPLISHMENTS

Present yourself! Even if you haven't had a paid job yet, describe previous experience or skills and list any awards or leadership roles. Include clubs and activities.

BE SPECIFIC

As you list previous positions or activities, include specifics such as names and dates. This sets you apart from the crowd. Keep in mind, many companies have software that searches keywords to preview your resume, so if it does not find specific words, it may eliminate you as a candidate.

CHECK THE FACTS

Do not estimate dates and titles. If you are unsure of an employer's title, dates of your previous jobs, or any other details, don't guess, look it up instead. Stretching or estimating information will come back to haunt you.

INCLUDE THE RIGHT INFORMATION

Include accurate and honest information that presents you in the best possible light.

KEEP IT PROFESSIONAL

Leave off hobbies that don't reflect professional job skills, your height, weight, religion, family, or any other personal information off your resume.

PROOFREAD, PROOFREAD, PROOFREAD

Always use spell-check. It identifies many typos but not all. Proofread your work several times, and ask a friend or family member to review it as well. If an employer finds typos, it could be enough to remove you from consideration.

ACTIVITY: Choose a job you might be interested in and begin composing a draft of a resume using the following page as a template.

JA CareerIgnite