

## Resume Writing Tips

### How can I write a better resume?

The most important way to break through the competition and land an interview is to have a resume that gets noticed. Since employers receive hundreds of resumes for just one position it's vital that yours grabs an employer's attention in just 5 seconds.

### Here are 15 tips to make sure your resume is bulletproof:

- ⇒ Set your job search objective before writing your resume.
- ⇒ Use headers and buzz words that match the job you're targeting.
- ⇒ Leverage your resume to market yourself and show how you're different.
- ⇒ Make your resume pop with self-promotion power words, like *directed*, *developed* and *presented*.
- ⇒ Design your resume so it grabs attention and reads easily with plenty of bullet points and white space.
- ⇒ Tweak your resume for each job you apply to - this goes for your cover letter, too.
- ⇒ Proofread twice and let someone else take a look to avoid typos.
- ⇒ Never use a font size smaller than 11 points.
- ⇒ Use numbers to prove achievements, such as "*increased sales by 45%.*"
- ⇒ Resist the temptation to list all of your work experience - highlight what's most relevant.
- ⇒ Keep your resume concise, but feel free to spill over into 2 or 3 pages if necessary.
- ⇒ Update your resume regularly so you're including information while it's on your mind.
- ⇒ Avoid sample resume templates that look just like everyone else's resume.