

## RESUME TIPS - PART 2

### 11 – Ensure the files you submit online are labeled properly

The file name of your digital resume and other materials you submit with your application might shape a hiring manager's first impression. Be sure to save or rename before sending to include your last name along with a keyword(s) like resume, cover letter, transcripts or reference. First names or initials are optional for most, but critical if you have a common last name. Your objective is to stand out from the crowd and files labeled with just the word "resume" or "version4" make you appear like everyone else. Finally, remove version numbers and 'as of dates' which are distracting, at best, to the reader. Good examples: Glen-Wilson-resume | R\_Jenkins\_resume | Kline-Thomas-coverletter | Brett\_Robinson\_transcripts

### 12 – Include your current contact information and make sure it's correct

Don't go to the trouble of developing a strong resume and fail to include your current contact information. Sounds strange, but we continue to see this mistake. A variation of this is when the contact information (email) isn't appropriate.

### 13 – Use an appropriate email address

Don't use an unprofessional sounding email (funnyguy183@gmail.com) and avoid using a current employer's email unless you're changing positions within your organization. Create a new account that's professional and includes your full name.

### 14 – Use a consistent format and font

An inconsistent format communicates lack of attention to detail. Check your spacing and margins, especially if there are multiple pages. Make sure you have the same font size and style when you cut/paste items into an existing resume. Use a consistent format on dates – for example (12/2/2009 & 6/11/14) aren't consistent and combining Dec 2011 with April 2012 in the same resume is another common mistake since both months should be spelled out or abbreviated similarly.

### 15 – Move education, degrees, training and certifications to the bottom

Resumes communicate your ability to add value by showing skills and experiences which align to the position. Education, training and certifications come next and reinforce/complement previous materials while satisfying hiring requirements.

### 16 – Remove basic skills that can distract readers

Today's elementary students are proficient in Microsoft Office, yet many candidates still include these types of basic skills on resumes. It's simple: don't include space fillers and distractors. Use this space to show them how you will add value.

### 17 – Remove hanging words

A single word (or two) on a line detracts from a resume's professional appearance. When drafting, look for and prevent hanging words and short lines by reducing or expanding the text to ensure it goes at least half way across the page.

### 18 – Remove uncommon acronyms

Uncommon acronyms confuse a reader and distract their attention. A simple solution is to spell it out the first time used.

### 19 – Get rid of the objective statement

These statements don't tell the reader anything. Even the best objective statement only communicates that you're interested and possibly qualified. Don't waste this space with useless generic words that don't strengthen your resume.

### 20 – Proofread everything, again

This is so important that we needed to repeat it – proofread everything you send as part of your employment package (resume, application, cover letter) since one misspelling or grammar error can prevent you from getting your dream job.