

Resume Writing Tips

- Resumes should only be one page unless you have had more than 4 jobs and less than 15 years of experience.
- A simple list of your core skills and responsibilities with bulleted sentences is generally sufficient to gain interest. There is not reason to go into tremendous detail.
- Use bulleted sentences in the body of your resume, use bullets with short sentences rather than paragraphs. This bulleted sentence format makes it easier for someone to quickly scan your resume and still absorb it.
- Be sure to highlight significant certifications, such as noting you are a CPA. It is best to include CPA after you name.
- Use buzzwords and action words. These words cause your resume to stand out. Use bulleted sentences that begin with action words like prepared, developed, monitored, and presented.
- Use symbols such as #'s, \$'s and %'s. Numbers, dollars, and percentages stand out in the body of a resume.
For example:
 - Managed a department of 5 with a budget of \$1,000,000.
 - Increased sales by 25% in a 5 state territory.
- Lead with your strengths. Since resumes are typically reviewed in around 30 seconds, take the time to determine which bullets most strongly support your job search objective. Put those strong points first where they are more likely be read.
- Review the ads for positions that interest you. Use the key words listed in these ads to match them to bullets in your resume.
- Express what you know. Rather than going into depth in one area, use your resume to highlight your breadth of knowledge. Use an interview to provide more detail.
- Show who you know. If you have reported to someone important such as a vice president or department manager, say so in your resume. Having reported to someone important causes the reader to infer that you are important.
- Have someone else review your resume. Since you are so close to your situation, it can be difficult for you to express all your high points and clearly convey all your accomplishments. Have someone review your job search objective, your resume, and listings of positions that interest you. Encourage them to ask questions. Their questions can help you to discover items you may have inadvertently left off your resume.
- Submit your resume to one of SolomonEdwardsGroup's experienced Recruiters. We can give you expert advice on your resume and any pointers for improvement.

