

My tips on writing resumés.

My sources are [Indeed.com](#), [Business News Daily](#), [Harvard's Career Center](#), and the [Wall Street Journal](#). The Harvard page has 23 points and each of them have links to pages describing them. It and the Indeed.com pages are probably the most useful. You should probably check them out.

Here are my key points which appeared on multiple pages.

Taylor your resumé to the job. You will probably want to have several resumés based upon the jobs you are looking for.

Make sure your key information is easy to find and in the top 1/3 of the resumé. That includes your contact information.

Use the key words from the advertisement. This will help the people looking at the resumé to see that you fit their description and will if a computer is looking at it, you are more likely to get past the computer to have a real person look at it.

Use active words like “achieved”, “earned”, “completed”, “accomplished”, “designed”, “improved”, “established.

Discuss achievements rather than tasks. Use metrics and numbers to drive it home. For example, “Headed a team of 10”, “hit our target 95% of the time.” etc.

You might want an “Achievements” or “skills” section

Include only important subheadings and sections. When straight out of school, relevant courses, class projects, and internships are good. 10 years later, those are less important. If a subsection has only 1 or 2 bullet points, see if you can combine it with another one.

Use white spaces to highlight what you want seen. Do not have too much or too little white space. 1" margins with single space is normal, but if you have too much blank space, increasing the margins to 1.5" and the spacing to 1.5 spacing is acceptable. For somebody just out of school 1 page is best. Later, 2 pages is acceptable. (A few industries prefer curriculum vitae. Those are longer.)

Use a professional font like Arial or Times New Roman size 10 to 12.

PROOFREAD. Get friends to proofread. Go to the career office and the McCann Learning Center.

Save it as a PDF so it can't be tampered with if people are passing it around and because it keeps the formatting the way you want it. Make sure the file name has your name in it. I think that also putting the company name in the file name helps it to appear more tailored.

Leave out personal information like marital status, weight, political views. (See the last comment below.)

LinkedIn says you might want to consider a functional layout.

Using a template is a good start, but **modify it** so that it is yours and fits what you are doing well. (One page said they had heard of people rejecting a candidate because their resumé was obviously a Microsoft template.)

One place said to provide links to your social media to save recruiters time looking for your social media. Another place said to only include those links if they are job related. LinkedIn and any job related blog are ones to include. Make sure all of your social media are professional, even if you do not include the link because they might look at your social media.

The cartoon below and many others by John McPherson be found at

<https://www.gocomics.com/closetohome/2009/9/16>



“We were ready to hire you until we saw the photo of you on Facebook sliding on the ice at Rockefeller Center wearing only bowling shoes and a viking helmet.”