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Do's and Don'ts of Resumes

Do use action verbs.

- Do target your skills and accomplishments to the employer's needs.
- Do focus on specific results of your work; quantify if possible.
- Do tailor your resume to each specific position.
- Do use readable and common fonts.
- Do proofread thoroughly and receive feedback from another.
- Don't' use phrases such as "Responsibilities included"
- Don't use long sentences or paragraphs.

Don't include routine job duties such as "making copies."

Developing Descriptions

While writing your descriptions, ask yourself the following questions to help you create a more detailed description of your work experience.

Key questions to ask yourself:

With whom did I work?	What goals was I trying to accomplish?
What duties did I perform?	What timelines was I working under?
Where did my job fit into the organization?	What procedures did I follow?

EXAMPLE

Original description: Planned activities.

Ask yourself: What kinds? How? When? For whom? Revised description: Planned arts, crafts, activities, and exercises weekly for physicallychallenged children.

Understated descriptions	Professional descriptions
Answered phone.	Acted as liaison between clients and legal staff.
Wiped tables.	Created healthy environment for customers and
wipeu labies.	

Created healthy environment for customers and maintained positive public image.

Use professional language to highlight your experiences.

1.	
2.	
3.	
4.	
5.	

a snapshot of who you are and what you have to offer!

Your resume is

RESUME & COVER LETTER

Try revising your own job descriptions. Remember to ask yourself the key questions and use action verbs.

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