



20 Top RESUME Tips

1. At the top: Just place your name, email & cell. NO home address.
2. Is your email address professional? No? Create a new one & use your name.
3. Phone: Use your cell, no home phone. Don't state "Cell Phone: ____"
4. Your name – larger than the rest of the resume: 16 font and bold.
5. Font style – nothing fancy – Arial or Times New Roman.
6. Font size for the body of the resume: 11 or 12 font.
7. Leave off an "OBJECTIVE" sentence.
8. Place your job titles & job targets in bold on top under contact info:
Customer Service | Retail Sales | Payroll (use the | stick symbol)
9. SKILL SUMMARY: A bulleted list of your top skills then back them up
10. WORK EXPERIENCE: Include the last 10 to 15 years
 - Include technology skills, software, projects, machines, & other skills that you see in job postings that you are targeting & are qualified for
 - Back up the SKILL SUMMARY skills with evidence
 - Include results & successes
 - For jobs in the past – be sure to use past tense words: hand**IED** – manag**ED** and check that **all** words that should be past tense are.
 - Give short & to the point descriptions – brief is better
 - Capitalize proper nouns & don't capitalize words that aren't.
11. EDUCATION - is usually after work experience. However, if you recently completed a degree, certification or license and it is your biggest qualification for the job, then place education above work experience.
12. Number of pages: one or two total in most cases. Be brief & concise.
13. College grad? Don't include high school. Option: list key projects, courses.
14. Check it over & check again: Use www.Grammarly.com (desktop & phone app)
15. Show someone else. Do you know an expert in your industry?
16. SAVE IT with a file name that is professional: "Resume of Susan Smith"
17. Place your resume on job sites: MiTalent.org | Indeed.com | Monster | Career Builder | Zip Recruiter | LinkUp | Dice | SnagAJob | SimplyHired.
18. Connect with staffing agencies as they do 1/3 + of hiring. For a list visit www.AmericanStaffing.net
19. Join LinkedIn. Make it beefy. Take our LinkedIn virtual workshop.
20. Visit our job board on our website at www.OaklandCountyMiWorks.com
Connect with our career services! See contact info on our website or call 800 285-9675.