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### **TOP 10 TIPS FOR A WINNING RESUME**

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1. The objective of a resume is to obtain an interview. Therefore, a winning resume is one which gets you the interview.
2. Target the recipient of your resume by doing company research and identifying individual decision makers and then customize the content to match their requirements.
3. Form is equally as important as substance. Use a readable font style and size and one-inch margins top/bottom, left/right.
4. 1-2 pages, no more. One-page resumes are primarily for candidates who are relatively new to the job market or as executive bios. Do not try to cram a lot of experience onto one page.
5. Hook the reader with the first 25-30% of your resume.
6. Always begin statements with first person singular action verbs. Do not use "responsible for."
7. Always portray your professional background positively and maintain honesty and accuracy.
8. Include pertinent volunteer and internship experience but distinguish it from professional (paid) work.
9. Put name and current contact info on both pages, do not use the contact information of your current employer, use a professional sounding email address, for example: firstname.lastname@gmail.com, and make sure that the phone number you give will always be answered professionally.
10. BE PICKY PICKY PICKY!! Make it perfect – no typos, no grammatical errors, no misspellings. Ask a friend to proofread it. You only have one chance to make a first impression.