

# Tips on Polishing Your Resume

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Your resume needs to jump off of the page and grab the employer's attention – and then keep them interested until they pick up the phone to schedule an interview. Here are some tried and true tips to make your resume shine.



- Use a different resume for each employer (customize your objectives, experiences, and skills to meet the job requirements).
- Triple check your spelling and grammar – nothing is worse than a misspelled word on a resume.
- Keep it to only one page. Unless you have forty years of experience and have been CEO for multiple companies, condense it to a single page.
- Put all of your contact information, including address, phone number, and email address. (But make sure your email address is appropriate, not something that might offend.)
- Use action words to start each bullet point, such as energized, created, and developed.
- Keep it organized – make it easy for someone to quickly skim your resume for the vital facts.
- Make sure that any references you list on your resume have valid contact information (and know that they might be contacted).
- Put jobs or experiences in chronological order starting with the most recent.
- When listing qualifications or skills, most people will read the first two in the list as well as the last one on the list. Make sure these are the good ones.
- Last, but definitely not least, keep your resume 100% truthful. Even if you do get a job from a false resume, it is grounds for termination if they later find out that you lied.

