



TOP TEN TIPS FOR DEVELOPING A RESUME

1 Develop a chronological resume, *not* a competency-based resume.

- Provide a one-sentence description of each position you've held, the name of the organization including the city and state, and then indicate your accomplishments while you held that job.
- Consider creating subheadings such as Budgeting and Financial Management, Customer Service Innovations, Management and Leadership, Performance Management, etc. Put two or three accomplishments under each bullet point.

2 Account for all gaps in your resume.

- Do not give recruiters or human resource professionals a good reason to set your resume aside.

3 Develop a one-page, **well written cover letter** specific to the position.

- An e-mail transmitting your resume is not a cover letter.
- Connect your experience to the position in your cover letter.

4 Quantify, quantify, quantify!

- If you supervised employees, indicate the number of employees you supervised.
- If you were responsible for a budget, indicate the amount of the budget.
- If you secured a grant, indicate the amount of the grant.

5 Your resume can be **longer than two pages** if it is well-organized and you have a good story to tell.

6 If you've had **experience in a field** that you do not believe is relevant to the position, still include it.

- This will keep you from having a gap in your resume.
- More and more employers are looking for candidates with a diversity of experience.

7 **Do not include your picture** on your resume and avoid too many boxes, graphics, etc.

- *Do* include your address, mobile number, personal email and LinkedIn contact information.

8 Include a section that shows your **volunteer activities and professional association memberships**.

9 **Avoid flowery career objectives** or sections that list adjectives describing your skill sets.

- Instead, use your valuable resume space to describe accomplishments that demonstrate those qualities.

10 If you've had a **favorable newspaper article** written about you or if you have authored a short professional article for a journal, consider including it with your resume.