

Top 10 Resume Quick Tips:

1. Focus your resume on the career field/position that you are seeking
Describe your experience using keywords that are specific to your industry or field whenever possible. One way to find industry specific language is to look at the wording used in the job description and plug some of these terms into your resume. You may also want to include some explanation of the organizations you have worked in if needed.
2. Keep it relevant to the reader
Your resume isn't a history of every job or educational experience you've had; instead, it should highlight the information that is likely to be most interesting and relevant to the reader.
3. Take credit for your contributions and accomplishments
Mentioning results of your work and any special recognition or achievement will demonstrate how you made an impact on the organization. Did you: reorganize something, improve a process, meet an important deadline, create something used by the organization, receive recognition for your work, etc.?
4. Quantify information where possible
Ask yourself "how much" or "how many" where possible. For example, if you were a supervisor, mention the number of employees you oversaw ("Supervised and trained 35 sales associates")
5. Consider using a professional summary
A professional summary or career profile can be a great tool for immediately highlighting your most relevant skills, knowledge and experience. A professional summary is the first section on your resume underneath your name and contact information and may be a short paragraph or a few bulleted statements. For some samples of professionals summaries check out the resume samples provided by resume writer Susan Ireland on her website: www.susanireland.com
6. Use action verbs
When describing your experience, begin each of your bullets with action verbs that specifically convey what you did. Instead of saying "Helped..." or "Assisted..." be more specific about *what you did* to help or assist. Also, replace phrases like, "Duties included..." or "Responsibilities included..." with action verbs that more clearly describe your role.
7. List special skills if appropriate.
Involvement in professional organizations or community groups (especially if you have held leadership positions) can convey relevant skills and personal qualities. Also, include skills, such as being fluent in a second language or proficient in computer programs, languages or applications if you think they would be of potential value.
8. Use the correct format for your resume
You will need to save your resume in different formats depending on whether you are mailing it, emailing it or pasting it into an online form. For more information on how to do this effectively visit: <http://www.rileyguide.com/eresume.html>
9. Make sure it is easy to read
Don't go overboard with too many fonts or the use of bold, underline and italics. Make sure your resume has a clean look and the font size is large enough for easy reading. Also, use the same size margins on all sides of your resume. To avoid your resume not printing properly when an employer goes to print it out, avoid using a margin size smaller than .75 inches on all sides.
10. Proofread
Having even one typo, misspelling or grammatical error on your resume can take away from the strength of your first impression. Have a trusted friend proofread your resume for any errors before you submit it.

Top Resume Action Verbs:

Achievement

accelerated
accomplished
achieved
activated
attained
completed
earned
effected
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach

advised
clarified
coached
consulted
counseled
educated
explained
facilitated
guided
helped
instructed
modeled
participated
taught
trained
tutored

Administrative

arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sources
solicited

Lead/Manage

acquired
administered
approved
assigned
chaired
contracted
delegated
directed
enlisted
governed
handled
initiated
instilled
instituted
interviewed
managed
motivated
presided
recruited
retained
reviewed
supervised

Communication

addressed
arbitrated
articulated
briefed
communicated
conducted
contacted
conveyed
corresponded
delivered
demonstrated
edited
entertained
informed
lectured
mediated
negotiated
persuaded
presented
promoted
proposed
publicized
published
reported
represented
responded
suggested
translated
wrote

Plan/Organize

allocated
anticipated
arranged
catalogued
classified
collected
consolidated
convened
edited
eliminated
employed
gathered
grouped
monitored
organized
planned
regulated
scheduled
structured
targeted

Creative

authored
changed
conceived
constructed
created
developed
devised
drafted
established
formulated
founded
illustrated
influenced
introduced
invented
launched
originated
revamped
revised
staged
updated
visualized

Research/ Analytical

assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
found
inspected
interpreted
investigated
located
measured
observed
predicted
rated
recommended
researched
reviewed
searched
studied
surveyed
verified

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Technical

adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
proved
reinforced
repaired
resolved
restored
solved
specified
systematized
tested