



CSI
COLLEGE SCENE INVESTIGATION

Top Ten Tips: Resume Writing

1. ACTION, action, action; all descriptions must start with action verbs.
2. Skills, skills, skills!
3. Concrete and verifiable accomplishments need to be enhanced.
4. Be sure you have a behavioral example to back up every general job duty or skill you offer.
5. Put your strongest more job matched strengths at the front and center or front and left to right. For example, if the job listing requires an MBA, list your education first.
6. Match your resume to the job description, i.e. tailor each resume to each job listing.
7. Never use the exact same resume for more than one job application.
8. Use the language of the job listing in the resume.
9. Always accompany resume with cover letter.
10. Length is not hard and fast nowadays, but if you use a second page, fill the page. Otherwise, you need only a one-page resume.

Bonus Tip: Use your resume to back up any claim you made in your cover letter, but be careful to sure your resume can be scanned by the human eye in less than 30 seconds and that the important claim information is easy for the beholder to find.