

RESUME TIPS

- **Do not use computerized templates** (such as Microsoft Resume Wizard). They are restrictive and are more frustrating than helpful.
- **Do not have** someone write your resume for you. Developing your own resume helps you identify and communicate your skills, which will pay off in the interview.
- Expect an **average of 4-5 drafts before you have a finished product**. Make the effort and investment to produce a quality tailored resume.
- **Get multiple critiques** from people who know about grammar, writing resumes, and the career field. Be sure to have your resume reviewed by a staff member at the UWM **Career Development Center** in Mellencamp Hall room 128.
- Determine if a **one page or two page resume** is acceptable in your field. Traditionally business fields prefer a one page resume where as two pages is acceptable in social service and health care fields.

-
- **Include a cover letter** with your resume, even if the job posting doesn't mention it. However, if the job posting says to not include a cover letter, then do not do so.
 - **Do not state salary** requirements on your resume. If requested in the job announcement, address them in your cover letter.
 - **Hobbies should not be included** unless they have a specific purpose such as tying you to the geographic region or demonstrating a relevant skill.
 - **Do not list references on a resume**. References are on a separate page. Provide them only when they are requested.

-
- Use **"resume preferred" fonts** such as Calibri, Georgia, Garamond, Century, Times, and Palatino with a size of 10-12 pt.
 - Set **margins** at .75 to 1 inch on all four sides of the page.
 - Use **bold type**, underlining, and CAPITALIZATIONS to highlight information.
 - Print the resume in **black ink on white quality paper** (at least 50% cotton). Other off-white colors are acceptable.

-
- Most **employers scan a resume for 15 to 20 seconds**. Target/market your resume to each position you apply for and show the employer how you are qualified for the job! Look closely at the job posting and the organization's website.
 - **Create "Experience" headings** that market your transferable and/or job specific skills.
 - Place most **important material at the beginning** of each position description and within each resume section.
 - Consider if you want to **include or avoid listing jobs/activities that refer to religion, politics, race, sexual orientation**, etc. if they are not related to the position/organization your are applying to. Despite the law, there are still prejudices. You may use general terms instead of specific organizations' or if you feel you would only want to work for an employer that accepts you, then you may want to include them.
 - **Don't overlook unpaid experiences**. There are many skills you can demonstrate from volunteering or being active in student organizations, community groups/activities, or athletics.

-
- Use the following questions to help you **describe your experiences**:
 - What skills did you use and/or develop? (Oral/written communication, organizational, problem solving, creativity, etc.)
 - Can you quantify the results of your work? (number of customers served, percentage increase in sales, number of employees supervised, etc.)
 - Did your responsibilities change and/or increase over time? Were you promoted?
 - Did you work with co-workers? Demonstrate teamwork/teambuilding? Train, supervise or assume leadership roles?
 - Did you solve problems? Make decisions or recommendations? Gather and/or analyze information?
 - How well were you able to meet deadlines and handle pressure?
 - Did you utilize and/or develop technical/computer skills?
 - Did you produce documents and/or reports?