



RESUME TIPS

The purpose of writing a great resume is not to find a job; it's to get an interview.

The cliché that says 'you never get a second chance to make a first impression' is never more true than when it comes to your resume. An experienced viewer can assess your resume in less than 5 seconds...5 SECONDS! That's all the time you have to make an impression.

The key to a good resume is to be able to immediately remove any mystery you bring to your viewer; to be able to provide an answer to their most important question: are you qualified to help them with their immediate needs? If you can do that, then you have a strong chance of getting an interview.

The following tips are in no particular order as they are all equally important:

1. Always write a chronological resume rather than a functional one.
2. Don't list names of references nor their contact info on your resume.
3. Always allow your experience to dictate the length of your resume.
4. Never have 'CEO' as a title on your resume.
5. Minimize your entrepreneurial experiences; after all, you're applying for a job.
6. Always show progression in your titles.
7. Be sure not to have a title on your resume that is greater than what you're applying for.
8. Always include months in the dates of your employment.
9. Only use one font throughout your resume.
10. Always have someone proofread your resume; you may be surprised by the errors that are found.

More often than not, when these resume tips are followed, your chances of getting an interview are greatly enhanced.

Good luck with your interviews!

For interview tips and other helpful information,
visit www.tkrecruiting.com/resource_center.htm