



## **Top 10 Tips for Writing a Good Resume**

The information you include in your resume is important. You want to make a good first impression as well as connect with the recruiter or HR professional. Below are 10 resume tips that will ensure your resume gets the attention it deserves.

### **1. Be Concise and Omit Irrelevant Information**

Employers don't want to read a long, drawn-out version of your life's accomplishments. They have stacks of resumes to read, and want to know quickly whether or not you would be a good fit for their company. So, be concise, put it in an outline format, and exhibit your key skills and abilities.

A resume should only include information that will help convince an employer to interview you. Descriptions of relevant skills and accomplishments should be concise and to the point. Including irrelevant experience and lengthy descriptions will bury the important information. Only include personal information where it demonstrates an important personal quality or qualification. A resume should represent what you can do on the job, not what you do in your personal life. For example, you may be an avid cyclist or golfer, but unless you are trying to get a position with a sports equipment company, this information may be irrelevant and could hurt your chances if not delivered in the right context.

### **2. Utilize the Ag 1 Source Resume Template**

Use our resume template as it is the format that most employers are comfortable and familiar with reading.

### **3. Write a Powerful Opening Statement**

You should include a Job Objective statement at the top of your resume, which will help focus the reader's attention and describe what type of position you are looking for.

If you have experience in your career field, you should list the top 3 - 5 most important general skills that illustrate your best qualifications for the position at the top of the resume. A well-crafted Key Skills area should convince an employer to keep reading.

### **4. Use Industry Jargon**

Use industry jargon and acronyms to reflect your familiarity with the employer's business, but not to the point where it makes your resume hard to read or understand. Spell out acronyms in parentheses if they are not obvious, such as TQM (Total Quality Management). Some call this tailoring your resume to the industry that you are seeking a position in. The key is that your resume can be too long if it includes too many items and reflects many different industries. Tailoring your resume means limiting your resume to reflect the key skills and accomplishments that are applicable to the industry you are focused on.

### **5. Include Keywords**



Draw attention to your resume with keywords that describe your skills and experience. Inserting descriptive keywords in your resume is becoming more important as an increasing number of companies search for resumes in computer databases that find matches through keywords. These words should relate to the job you are applying for while highlighting your own skill set.

### **6. Quantify Your Achievements**

You need to give the reader an idea of what you have done throughout your career, but instead of focusing on the duties you were responsible for at your last jobs, list your accomplishments in action/benefit statements along with quantifiable facts to back up your claims. Use numbers, percentages and dollar amounts to show your success in achieving company goals. Instead of writing "Responsible for increasing sales in my territory", use "Increased sales in my territory 150% over 6 months and managed 30 accounts increasing revenues from \$1.5M to \$4M annually." Basically, the bullet point should take the form, "Took X to Y by When".

### **7. Be Professional, Not Personal**

You do not have much room in a resume, so why take up valuable space with information unrelated to the position you are seeking? Focus on your work experiences and never refer to personal information such as race, religion, marital status, age, political party, or even personal views. In all but a few instances, it would be illegal for the employer to consider such issues. Also, avoid the use of humor and clichés in resumes and forget about mentioning the fact that you enjoy horror movies and surfing in your spare time.

### **8. Be Honest**

Lying or exaggerating about your skills and abilities will only come back to haunt you. Many employers now regularly check backgrounds in education, work experience, and your online reputation. If you haven't explored what the internet knows about yourself, now is a good time to pull up a good search engine and type your name in. For those with common names, you will need to add some detail in, such as an address.

### **9. Be Organized and Logical**

In addition to reviewing your experience, employers also use the resume to sense whether you are organized, logical, and concise. Make sure your resume is balanced, neat, visually appealing, and flows consistently. Clearly separate sections with bullet points and emphasize section titles. It should read like an outline of your experience and not narrated as in a novel.

### **10. Use Common Section Headings**

Use common section headings. Examples: Objective, Experience, Employment, Work History, Skills, Summary, Summary of Qualifications, Accomplishments, Achievements, Capabilities, Education, Professional Affiliations, Publications, Licenses and Certifications, and Honors.