

Tips for Writing a Good Resumé

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

Write a powerful opening statement

You should list the top three to five most important traits or characteristics that illustrate your best qualifications at the top of the resumé. A well-crafted “Profile” (“Accomplishments”) area should convince an employer to keep reading. “Job Objective” and “Goals” sections should be reserved for a cover letter.

Use industry jargon

Industry jargon and acronyms reflect your familiarity with the employer’s business. Avoid using too many, though, as it may make your resumé hard to read or understand. Spell out acronyms in parentheses if they are not obvious. Some call this tailoring your resumé to the industry that you are seeking a position in, meaning you are limiting the information to best reflect the key skills and accomplishments that are applicable to the industry on which you are focused.

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 and work experience, as well as your online reputation. It’s important to type your name into a search engine to see what a future employer might find.

Be professional, not personal

Focus on your work experiences and never refer to personal information such as race, religion, marital status, age, political party, or 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.

Be concise

Employers have stacks of resúmes to read, and want to know quickly whether or not you would be a good fit for their company. Be concise: don’t use valuable space for information unrelated to the position you are seeking. Use an outline format and exhibit your key skills and abilities.

Utilize templates

Use our resumé templates, which can be found at www.Ag1Source.com > [Job Seekers](#) > [Job Seeker Resources](#). It is the format that most employers are comfortable and familiar with reading.

Include Keywords

Keywords that relate to the job you are applying and describe your skills and experience are important. Many companies now use databases that use keywords to find potential resumé matches.

Quantify your achievements

Give the reader an idea of what you have done throughout your career. Instead of focusing on the duties you were responsible for, list your accomplishments in action/benefits 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 sale in my territory 150% over 6 months and managed 30 accounts increasing revenues from \$1.5M to \$4M annually.” Your bullet point should take the form “Took X to Y by When.”

Be organized & logical

Employers use a resumé to also sense whether you are organized, logical, and concise. Make sure your resumé 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 as a narrative.

Use common section headings

Examples are: Profile, Summary, Summary of Qualifications, Skills, Professional Experience, Experience, Employment, Work History, Accomplishments, Achievements, Capabilities, Education, Professional Affiliations, Licenses & Certifications, Honors & Publications.