



# Resume Writing Tips

## **1. Know the purpose of your resume**

Know about the job you are applying for (name, location, what is it that they do), do some research before you apply, this will be good for your resume and interview.

## **2. Make sure to use the right words**

When writing names of tools related to the job/internship, make sure you use the right words.

## **3. Use effective titles**

Try to be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences. For example: Bad title: gardening work

Good title: landscape work

## **4. Proofread it twice**

It would be difficult to emphasize the importance of proofreading your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many as necessary.

## **5. Use bullet points**

No employer will have the time (or patience) to read long paragraphs of text. Therefore, make sure to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

## **6. Put the most important information first**

When describing your experiences or skills, list the most important ones first.

## **7. Avoid negativity**

Do not include information that might sound negative in the eyes of the employer. This is valid both to your resume and to interviews. You don't need to include, for instance, things that you hate about yourself or your attributes.

## **8. List all your work experiences**

If you have job experiences that are relevant to the current opportunity, include your summer jobs or volunteer work. If you don't have a degree yet, mention the title and the expected date of completion.

## **9. Sell yourself**

Remember that you are trying to sell yourself. Make sure you include your best qualities, ex. responsible, hard working and your abilities like computer skills and language skills- bilingual.

## **10. Careful with sample resume templates--No lies, please**

Seems like a no brainer, do not copy word by word other resumes and put your name. Employers actually read your resume and it will be bad for your credibility.

## **11. Get someone else to review your resume**

Even if you think your resume looks good, it would be a good idea to get a second and third opinion about it. We usually become blind to our own mistakes or way of reasoning, so other people will be in