

# Résumé Tips

- Prepare several versions of your résumé if you are focusing on different positions or industries.
- Target your résumé to the employer. Show the employer, at a glance, what you can do for them.
- Employers take 5–10 seconds to scan a résumé. Include your best skills at the top.
- Keep the font and style simple. Make sure the formatting is consistent throughout your résumé.
- Take it one step further: create your brand by using your résumé header on your cover letter, reference page, and thank you letter.
- Order matters. Place the most impactful skills at the beginning of a list.
- It's not only about what you've been paid to do; it's about the skills that you've acquired throughout your life.
- Use action verbs when possible (examples: “coordinated, engineered, created”).
- Quantify your accomplishments. Numbers add value to your story.
- Avoid using pronouns (I, me, you), abbreviations, acronyms, slang or jargon.
- Include words from the job posting on your resume.
- Always send a cover letter with your résumé.
- Be truthful. Never lie on your résumé.
- Only include information relevant to the position.
- Create a separate reference page to be given out upon request.
- Write your own résumé. Take a break. Find a friend. Proofread it together. Eliminate errors.
- Visit one of our Northwest Michigan Works! Centers and ask a Career Advisor to review your résumé.



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