

# EFFECTIVE RESUME WRITING TIPS



That will get you hired

## INTRODUCTION TO RESUME WRITING

Resumes give employers an insight of who the applicants are. First impressions are always based on an applicant's resume.

### 2 Basic Types of Resume

#### CHRONOLOGICAL



Starts from the applicant's latest employment leading up to the oldest.

##### Best for applicants who are



#### FUNCTIONAL



Emphasizes the skills of an applicant more than their employment history.

##### Best for applicants who are



Make sure these details are included:



## IMPORTANCE OF RESUMES

Resumes are the first direct link between an employer and a potential employee.

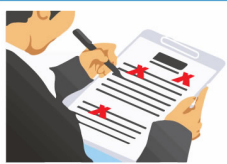


Employers would only allocate **4.5 mins** for a single resume before he or she makes a verdict.



	<b>Format your resume.</b>	Make it easy to understand. Use wide margins, logical format, utilized bullets, bold and italic fonts.
	<b>Include the accomplishments.</b>	You must always include how you can be beneficial to the company.
	<b>Make your resume suitable for the industry.</b>	For an engineering or academic related position, make things simple and direct to the point. For a design position, make it catchy.
	<b>Career summary instead of objectives.</b>	You can replace your 'Objectives' section with a 'Career Summary' so that you can give an overview of who you truly are.
	<b>Use your network.</b>	Stay connected with a lot of people especially those who are related to the industry you wish to enter.

## Common Mistakes in Resumes That Kill Your Chances of Getting the Job and How to Correct Them



### Typographical and Grammatical Errors

Employers might draw not-so-flattering conclusions about you, like:  
"This person obviously doesn't care."

### Too Short or Too Long Resume

Generally, limit yourself to two pages. You don't have to use two pages if one will do. Conversely, don't cut the meat out of your resume simply to make it conform to an arbitrary one-page standard.

### Attempting One-Size-Fits-All

Employers expect you to clearly show how and why you fit the position in a specific organization.

### Lacking in Specifics

For example:  
✗ "Worked with employees in a restaurant setting."  
✓ "Recruited, hired, trained and supervised more than 20 employees in a restaurant with \$2 million in annual sales."

The details and specifics will more likely grab an employer's attention.

### Highlighting Duties Instead of Accomplishments

For example:  
✗ "Attended group meetings and recorded minutes."  
✗ "Updated departmental files."  
✓ "Used laptop computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference."  
✓ "Reorganized 10 years worth of unwieldy files, making them easily accessible to department members."

Employers care not about what you've done but more of what you've accomplished in your various activities.

### Incorrect Information

For example:  
Forgetting to update your contact number.

### Overcrowded Resume

Show your resume to several other people before sending it out. Do they find it visually attractive? If what you have is hard on the eyes, revise.

### Writing a Bad Objective

For example:  
✗ "Seeking a challenging position that offers professional growth."

✓ "A challenging entry-level marketing position that allows me to contribute my skills and experience in fund-raising for nonprofits."

Give employers something specific and something that focuses on their needs.

### Minimal Use of Action Verbs

Avoid using phrases like "responsible for..." Instead, use action verbs: "Resolved user questions as part of an IT help desk..."

### Leaving Off Important Information

Soft skills you've gained from jobs you've taken to earn extra money, like work ethic and time management, are more important to employers than you might think.