

## RESUME TIPS

Basically, as the saying goes, you never get a second chance to make a first impression. A resume is just that, the first impression an employer has of you, the job seeker. Think of your resume as your business card. It introduces you to the employer and tells them the information that they need to know. If your resume does not make a good first impression, then you will not have the chance to truly impress them in an interview. Basically, the chance at an interview depends on the quality of the resume. Here are some pointers to creating an impressive resume:

- Make sure that your resume is completely free of errors. There should be no spelling or grammar mistakes. Just one mistake could land your resume in the “no” pile. Editing is the most important step in developing your resume.
- Be sure to have either an objective or a summary to start your resume, not both. An objective tells employers what type of work you are seeking; whereas, a summary describes the work that you have done.
- Highlight the most important information first. If the hiring manager doesn’t read what they are looking for early on, they may not read your resume to the end.
- Use the correct verbs to truly describe the work that you have done. Use a thesaurus to find the best word.
- Make sure that the formatting is appealing to the eye and make sure that all of the formatting on the resume is consistent. For example, if you **bold** the employer’s name from your last job, make sure that you **bold** all of the employer’s names throughout your resume.
- Finally, attend a no cost workshop at the PA CareerLink, Cambria County to learn more information about the resume process. The next workshop is Wednesday, November 8, 2006 from 9:30 to 11:30. Call Jacqueline Trexler at (814) 533-2493 extension 228 to sign up or for more information.