

Resume Tips

01 Make sure your Name, Phone number, and Email are Visible at the TOP

02 Include the Title/Role/Position at the top below your contact information

03 Arrange Experience & Information in Reverse Chronological Order

04 Make sure formatting is consistent throughout

05 Make sure Font is consistent throughout and is easy to read

06 Include a short description of Company under the Company Name

07 Include Title of each role

08 Include Months & Dates for each position & make sure they align throughout

09 Include Result - Action Statements in your experiences

10 Don't include experience or details that occurred 20+ years ago