

TOP FIVE RESUME TIPS

1. Sell yourself! List your top accomplishments and your biggest successes that will wow prospective hiring managers.
2. Write for the reader not you! Include the information that the employer wants to know and is interested in.
3. Keep it clean! Don't include gimmicks, graphics, or goofy photos.
4. Double Check your spelling and grammar! And double check again! Spell check can only check so far and can only check if it knows.
5. Referrals and recommendations are worth more than a resume.