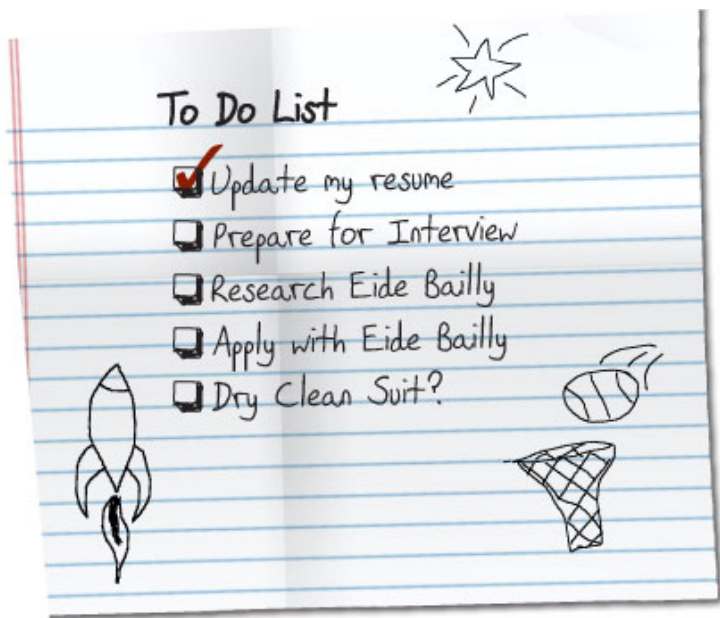


## Update My Resume



## Creating a Resume That Rocks!

Your potential employer may be looking at hundreds of resumes and cover letters for the position you are seeking—yours needs to pop! After all, you are the best candidate for the job, right? Your resume should show that you understand the company's needs, priorities and hiring criteria. Here are our top 10 tips for creating a resume that will help you get the interview:

### Tip 10

**Be concise.** Your resume should be short and sweet, a to-the-point summary of your education, work experience and qualifications tailored to the position you are seeking. Keep it to one page. Only include the most important points. Research the company and the position to find out which of your skills will help you give the best first impression.

### Tip 9

**Select a clean format that suits the position you are applying for.** When applying for a job, it is important to pay attention to detail, all the way from the handshake to the resume paper! Make sure your resume is pleasing to the eye and easy to read. Use a conservative font, such as Arial or Times New Roman; these fonts are easily uploaded by most applicant tracking systems, so resumes remain intact. Use plenty of white space, but don't over-format.

### Tip 8

**Include an objective that is tailored to the position you are applying for.** Tell your potential employer what you want. By stating an objective in your resume, you are proving you have done your homework because your objective should ultimately be to obtain the position you are seeking. You are showing your potential employer that you know what you want and that you are familiar with the field.

### Tip 7

**Include your grade-point average.** Employers may have a minimum grade-point average (GPA) requirement. If you have a lower GPA, make sure your resume demonstrates what involvements (job, sports team involvement, etc.) took time away from school and a potential 4.0 GPA.

### Tip 6

**What's your work experience?** Show 'em what you're made of! But only include relevant information. Your potential employer probably won't care that you were a dog walker in high school. Include your position title, dates of employment and a brief description of your responsibilities and skills. Avoid self-flattering terms, but describe your accomplishments effectively and let your potential employer decide if you are well-qualified.

### Tip 5

**Demonstrate that you carried out your responsibilities, while contributing to organizational goals.** Are you a team player and

known to go above and beyond to help the company excel? Let your potential employer know. Refer to numbers to illustrate the size and budget of a project. List your promotions as a separate job under the same company.

#### Tip 4

**List volunteer work and leadership skills.** Volunteering will show your potential employer that you are willing to take initiative and make things happen. List charitable or civic organizations you volunteer with and identify your responsibilities and if you held any leadership positions (president, vice president, chair, etc.).

#### Tip 3

**Use resume language.** Ever want to learn a different language? Now is the time. There is a certain protocol to writing a resume. Follow the rules of basic English, but here are a few additional guidelines to adhere to: Write in first person point-of-view, but leave out the subject (I). Omit articles, such as a, an, the and my. For current activities, write in present tense. For past activities, use past tense. Write with strong action verbs. Avoid passive phrases, such as "duties included," "hired to" and "responsible for."

#### Tip 2

**Proofread to eliminate errors.** Errors are the fastest way to get your resume placed in the "circular file." Make sure your resume is grammatically correct. Check and re-check punctuation and spelling. Avoid repetition. Leave out unnecessary words, sentences and phrases.

#### Tip 1

**Be honest and accurate!** The last thing you want to do is get caught embellishing your resume with false information. Do you think the company wants to employ someone who is dishonest? In this day and age, many companies conduct background checks on all top candidates. Be sure to present yourself honestly!

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