Resumes

Before you begin job hunting, you should "build" a resume. A resume is a written summary of your education, work history, and qualifications for the job. The purpose of a resume is to stress your skills and strengths. Your resume should be used as a "foot in the door," and it has served its purpose if it gets you an interview. It is important to remember that a resume might not get you a job but it can prevent you from getting a job.

You will need a resume if you are visiting an employer without an appointment, contacting an employer through the mail or on a web site, or going to an interview.

There are some basic rules to remember when building your resume:

- The overall appearance of a resume is very important. A resume must be typed and look very professional. The spacing, font, capitalization, and punctuation must be consistent.

- The spacing and margins should not make your information look crowded.

- The personal identification information should be at the top of the page. Provide a current address, phone number, and e-mail address.

- Use action verbs when possible in your objectives and skills descriptions.

- Stress your accomplishments and skills.

- Make sure there are no errors, especially not any spelling or grammar errors.

- A resume should not be more than one or two pages. One page is better. Have your references available upon request.

- A resume that is to be e-mailed should be put in a format that is easy for a potential employer to print.