

Resumes

Why do we write a resume?

- A good resume is part of any job application and is a critical factor in helping you get a job
- Employers often use a resume as a screening device
- Resumes introduce you as a potential employee

Tips for writing an effective resume

- Keep it to 1-2 pages
- Don't include pictures unless asked to do so
- Avoid including age, birthday or race
- Keep it simple, don't use coloured paper, clip art, or fancy fonts
- Don't LIE
- Check spelling or grammar
- Avoid using family members as references unless you worked for them
- Don't overuse bold or underlining unless it is for formatting
- Avoid discussing salary expectations (do this during your interview)
- NEVER Copy someone else's resume- be original!

