

CV or Resume Tips & Advice

Our CV or resume tips and advice provide you with the vital resume tactics you need during your job search. Whether you are building your first resume, updating your resume, or changing careers, you will get expert tips that will help you create your own standout resume.

Featured Resume Tips:

1. How to Write a Resume
2. Top 9 Resume Tips
3. How to Format a Resume

1. How to Write a Resume



The first step in learning how to write a resume happens before a single word makes it to the page. It is a [self-assessment](#). What are your [strengths](#)? Your [weaknesses](#)? Your employment goals? Ask yourself the same questions you might be asked in an interview by your future employer. Not only will it help prepare you for the next stage of the job search, it will assist you in deciding which qualifications, skills and experience to highlight on your resume.

Next you'll decide on a resume format and then you can begin.

I. Contact Section

Resumes typically lead with contact information. The goal here is to make it easy as possible for employers to get in touch with you. Include your full name, street address, city, state, zip code, home and cell phone numbers, and email address. You might list your name in bold to make it stand out but don't go overboard; highly-stylized fonts and attention-grabbing colors should be avoided.

II. Objective Statement

Though a resume objective is optional, it makes a critical first impression and deserves as much thought as the rest of your resume if you decide to use one. More experienced job seekers should use a resume summary statement instead, highlighting accomplishments and skills obtained.

III. Experience Section

Document your employment history. List the companies you worked for, dates of employment, the positions you held and duties performed. It is not necessary to include jobs that are not relevant to the current opportunity. If you have been with the same company for many years, it is a good idea to list each role or position separately. This allows you to show an increasing level of responsibilities and new skill development. Wherever possible use action verbs like achieved, coached and managed.

IV. Education Section

List schools you have attended, degrees attained, and special awards and honors earned. Also, include continuing education courses and certifications.

V. Skills Section

Be specific when listing skills. If you have computer skills, name the software you are [proficient](#) with and [how long](#) you've used it. Highlight skills that [match the requirements of the job](#) to which you are applying. For instance, typing speed for an administrative position, or keystrokes per hour for a data entry position.

2. Top 9 Resume Tips



Resume Design Tips

1. Don't be a Trendsetter

As tempting as it might be to stretch your creative muscle, stick to standard design norms. Use 11 or 12 point font, Arial or Times. Make use of bullet points to break up long paragraphs. Avoid pictures or graphics.

2. Presentation Matters

You would not wear wrinkled clothes to an interview and you should not bring a rumpled, folded resume either. Definitely bring a copy but make sure it is presentable. Print it out on sturdy, white paper on a laser printer.

Resume Writing Tips

3. Be Specific

We can't emphasize this enough. If you're a customer service manager claiming you increased worker efficiency, include a specific example with numbers (eg. increased e-mail response time by 24 hours). When listing positions held, be descriptive. For instance, instead of "Customer Service" use "Customer Relations and Quality Assurance Manager."

4. Skills vs. Benefits

In addition to claiming a skill such as "excellent writing skills," stress how it will benefit your future employer through "polished correspondence" or "improved communications with staff." If possible, tie the skill to achievements in previous positions (eg. launched widely-circulated internal newsletter). Again, be specific.

5. Emphasize the Positive

Avoid speaking negatively about previous employers. There might be things you didn't like about past jobs and that's OK but stick to the positives on your resume and during interviews. It's indicative of a good attitude which goes a long way.

6. Be Truthful

Resist the temptation to embellish your work history or inflate your skill set. It's not worth the risk to your credibility. If you don't have any formal work experience, just include your summer jobs or volunteer work. If you don't have a college degree yet, state the title and estimated date for completion.

7. Make Sure it's Relevant

It's not necessary to list jobs you held more than 15 years ago. Religion, political leanings and personal information such as age or sexual preference have no place in a resume. Do not include outside interests or hobbies.

8. Update Regularly

Plan to revisit your resume at regular intervals. Not only does it give you a chance to add new information such as training programs and awards but encourages a process of continuous improvement.

9. Check Your Work

Proofread your resume several times and always get a second opinion; have a trusted colleague review your resume before submitting anywhere.

3. How to Format a Resume



Your unique set of skills, training and experience will determine how to format your resume. Typically, one of three basic resume formats is appropriate: **Chronological**, **Functional**, or **Combination**.

1. Chronological Resume Format

A chronological resume lists your **work history** with the most **recent position** indicated first and proceeds in reverse order to the **oldest** position. This resume format works well for job seekers with a solid, consistent work history. **Most employers prefer this format** for its clear overview of your career progression including new and varied responsibilities, and dates of employment.

2. Functional Resume Format

Rather than focus on work history, a functional resume lists skills and qualifications only. This format is the preferred option for job seekers who have held several unrelated jobs over a short amount of time. It's also appropriate for new entrants to the workforce, those who have been unemployed for some time and career change situations where you want to highlight your training and skills while downplaying your experience.

3. Combination Resume Format

A combination, or hybrid resume, leads with a concise resume summary followed by your employment history. This flexible format allows you to emphasize your strong credentials upfront while still providing the work history employers like to see. The summary is your chance to really grab your future employer's attention. In order to make an outstanding first impression, use targeted language that proves you're knowledgeable and up to the task.