

RESUME WRITING TIPS

PA CareerLink Pittsburgh/Allegheny County offers additional help and resources for resume writing. Please see our workshop schedule or contact a staff member for more information.

1. Be Concise

Avoid any lengthy sentences or paragraphs. Summarize and bullet whenever possible. Your key words and phrases will stand out much better if you have them placed next to a bullet.

2. Use Strong Keywords

Use a variety of action words, and refrain from using the same words. You want the resume to sound fresh, and you will achieve this if you are using strong vocabulary. Words like prepared, developed, supervised, and managed will help your resume stand out.

3. Reinforce Statements with Symbols

Symbols will jump out on the page to employers: \$, 1, 2, 3, %. A person's eye will jump to where these symbols are located. Actual numbers will give the potential employer more information. For example, "saved money for the company" is not as pointed as "saved \$100,000 during the 1st year of employment."

4. Be Selective

Do not include a complete personal history on your resume. If your employment history is long, you can condense by only listing the most recent positions or those that relate most to your objective statement. Do not include personal information, ethnicity, or religious affiliations.

5. Highlight Strengths

Most resumes are reviewed in 10-30 seconds, so it is crucial that your most important characteristics and abilities stand out. Determine which of your bulleted points meet your desired position's requirements and try to list these first. Emphasize these strengths with

keywords or industry-related technical words.

6. Cater to the job description

Read technical terms for the position you are applying; research them online and/or by reading job descriptions. Try to use a few industry-related terms, but more importantly, ensure that you are using phrases that meet the qualifications of the position. When you show you are qualified for specific requested duties, you are more likely to receive an interview.

7. Formatting tips

Choose a font that is easy to read and a minimum 10 point for your text size. Use *italics* and **bold** for any information that needs special attention. The length of the resume should not exceed 2 pages (1 page is preferable). Do not cram your pages full of text; allow some white space on the page for visual impact.

8. Cast a positive light on negatives

If you have any gaps, try to phrase them positively: "family management and maternity leave." For short employment history, try to group occupations: "2000-03; Cashier: XY Retail, 123 Fast Food, Mom and Pop Store." For any summer positions you may have held, simply write "summer" instead of listing the specific months.

9. Proofread!

Spell-check your resume, read it aloud, and have it read by someone else. You will be sending your resume to numerous employers, so it never hurts to have it looked at by as many people as you can.

Quick Tips

- Be Concise
- Use Strong Words
- Reinforce Statements
- Be Selective
- Highlight Strengths
- Cater to Description
- Formatting Tips
- Be Positive
- Proofread!

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