



TIPS FOR AN ATTRACTIVE RESUME

- **Be Brief** - One page of well-organized information will say more good things about you than two or three pages of unnecessary details.
- **Use correct English and Spelling** - Spelling errors and incorrect grammar often give readers a bad impression of your abilities and work ethic.
- **Type your resume** - Use a computer for quick updates.
- **Avoid using the Pronoun “I”** - Identify what you did using action verbs and specific details whenever possible. For example, instead of writing “I was responsible for bookkeeping and billing”, write “Billed clients and maintained accounting records”.
- **Format attractively** - Use adequate margins, double spacing after each section and strive for an uncluttered appearance. Use **bolding**, underlining, CAPITAL LETTERS, bullets❖, different size fonts, multiple columns and s p a c i n g to emphasize areas.