

RESUME WRITING TIPS

Your resume is your most important calling card in your job search. Please consider the following when preparing your resume:

Contact information Include phone, mail and email contact information. In addition, make sure your voicemail message is professional. A message that is too casual can create a negative impression.

Career objective You may choose to list or not list your career objective. However, if you choose to list one, make sure that your objective matches the position or you may miss out on a great opportunity.

Professional experience List each position held in reverse chronological order, dating back the entire length of your career. If you held multiple positions within the same company, list them all to show advancement and growth. The body of each position description should describe your responsibilities and accomplishments.

Things to think about when describing your responsibilities:

- ✓ Product line/brands
- ✓ Account base (accounts that you are selling to)
- ✓ Classes of trade (Grocery, Drug, Mass, C-Store, Hardware)
- ✓ Dollar volume
- ✓ Geographical territory
- ✓ Management (people, brokers, distributors)
- ✓ Training/career development

To create accomplishments, think about how your background includes:

- ✓ Increasing revenues/sales
- ✓ Saving money
- ✓ Increasing efficiencies
- ✓ Cutting overhead
- ✓ Improving the workplace safety/training
- ✓ New products/new lines
- ✓ Improving processes
- ✓ Increasing productivity
- ✓ Successful advertising campaigns
- ✓ Effective budgeting

Other components Include education (make sure your date of graduation is listed as well as any honors received), professional training, affiliations/appointments, licenses, technical skills and languages.

Personal information Do not include personal information such as marital status.

Last but not least...read over your resume over several times very carefully to be sure of accuracy. Double check spelling and grammar, do not rely solely on spell check! Don't be caught in an embarrassing moment.