

# Resume Writing Tips

## EDUCATION

Highlight your academic history. List the names of your schools along with any achievements or academic awards received.

## RELEVANT JOBS

Research the specific skills and experience required for the job you want. Be sure to include any previous work experience or internships where you developed the necessary qualities or skills for the position.

## EXTRACURRICULAR ACTIVITIES

Emphasize your involvement in activities outside of work. This experience can include the skills you have acquired from being a volunteer, member of a club, sports team, or any community involvement.

## LEADERSHIP EXPERIENCE

Include any leadership roles you had in a club or previous job. This will showcase your ability to lead a team.

## ADDITIONAL TIPS

- Use action verbs in your previous experience. Some examples may include “led”, “researched” or “created”.
- Include numbers to showcase your previous achievements. Examples are, “provided service to 75-100 customers daily” or “exceeded sales goals by 25% each quarter.”
- Review, edit, repeat. Read over your resume several times to catch any errors. Ask a friend or family member to review your resume as well.
- If you need assistance with writing your resume, ask for help.



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