

Five Tips for Resume Writing

- 1.) Understand the objective
 - The goal of the resume is to appeal to employer so he or she may bring you in for an interview.
- 2.) Keep it Simple
 - Keep your resume one to two pages in length and do not use fancy designs that may distract the reader from the information on the page.
- 3.) Focus on your achievements
 - Describing your professional achievements along with a list of responsibilities is a more efficient way to highlight your qualifications.
- 4.) Language Matters
 - Avoid abbreviations, slang, and pronouns such as “I” or “me.” Also avoid using outdated adjectives such as go-getter, team player, self-starter, or goal-oriented. Instead, start each bullet with an [action verb](#)¹ such as organized, collaborated, initiated, or motivated.
- 5.) Ask for Help
 - Have a few friends or colleagues to proofread your resume before you send it. It is also a great idea to bring your resume to Career Counseling to have a professional look it over and suggest improvements.

¹ The Action Verbs webpage is courtesy of Boston College’s Career Center.
<http://www.bc.edu/offices/careers/skills/resumes/verbs.html>.