

BASIC RESUME TIPS:

- **Include All Your Contact Information**

Jane Doe
82 Mill Lane
Stillborn, NY, 12170
Cell Phone: 555-555-5555
Home Phone: 555-555-2222
Email: jane@jyop.rtr.com

It's important to include all your contact information on your resume so employers can easily get in touch with you. Include your full name, street address, city, state, and zip, home phone number, cell phone number, and email address.

- What to Include in a Resume Contact Section
- Resume Contact Section Example

- **Add a Profile or Objective**

in a position at ABC
company where I can
optimize my management
skills, and my quality
assurance, program
development, and training
experience.

If you include an objective on your resume, it's important to tailor it to match the job you are applying for. The more specific you are, the better chance you have of being considered for the job you are interested in, or consider using a resume profile, with or without a headline, instead.

- **Include Resume Keywords**



Your resume should include the same keywords that appear in job descriptions. That way, you will increase your chances of your resume matching available positions - and of you being selected for an interview. Also include keywords in your cover letter.

- Resume Keywords
- How to Include Keywords in Your Resume
- List of Resume and Cover Letter Keywords

- **Prioritize Your Resume Content**



It's important to prioritize the content of your resume so that your most important and relevant experience is listed first, with key accomplishments listed at the top of each position.

- How to Prioritize Your Resume Content

- **Write a Custom Resume**



It definitely takes more time to write a custom resume, but, it's worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

- How to Write a One Page Resume
- Targeted Resume Writing and Samples
- Lists of Skills for Resumes

- **Tweak for Technology**



In this competitive job-seeking environment, job seekers need to make sure that their resume stands out from the pack, is selected by talent management systems, and shows, in a professional, no-nonsense way, that the applicant has taken the time and interest to pursue a specific job opening.

- Resume Writing Tips for a Technology-Savvy World

- **Choose the Right Resume Format**



There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume. Take the time to customize your resume - it's well worth the effort.

- Types of Resumes
- Types of Resume Examples

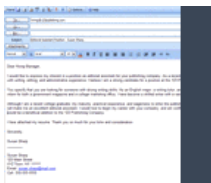
- **Use a Resume Template**



Use a resume template as a starting point for creating your own resume. Add your information to the resume template, then tweak and edit it to personalize your resume, so it highlights your skills and abilities.

- How to Use a Resume Template
- Resume Templates
- Microsoft Word Templates for Resumes and Letters

- **Email Your Resume**



When you're sending an email resume, it's important to follow the employer's instructions on how to submit your cover letter and resume. The employer may want your resume attached to the email message and sent in specific format, typically as a Word document or a PDF.

- How to Email a Resume