

Keywords of a good resume

- **Objective**

A typical characteristic of a resume is the *objective*, which appears at the top of your resume. Comparable to mission statements, objectives state the contributions a candidate wants to make to an employer. Ideally, a candidate's objective corresponds to the recruiter's demands.

- **Focus**

Recruiters spend about 10 seconds reading a resume. Be brief and focus on what the employer needs to know.

- **Structure**

Put your most important selling point (i.e. experience, education...) first and list in reverse chronological order. Generally speaking, mid-career job seekers mention experience first, whereas graduates start off with education.

The preferred order in listing your previous jobs is:

- title/position
- name of employer
- city/state/country of employer
- dates of employment

The same principle goes for education and training:

- name of degree's major (*Bachelor of _____*)
- name of university
- city/state/country of university
- graduation year (if this year lies in the future, it implies you have not graduated yet)
- minor degrees
- GPA (grade point average; average earned grade)

- **Summarise**

A good resume is able to convey the information you want to be known in a 10-second time-span. Use bulleted lists and keywords. Full sentences and paragraphs take longer to read. Keywords make it easier to read quickly and to digitally scan your resume.

- **Layout**

Try to avoid the standard Microsoft Word resume. Look for a suitable alternative without becoming excessive. Do not use fancy fonts, since they are unidentifiable for a digital scanner. When you e-mail your CV, make sure your recipient receives the attached document the way you intended it. Try sending it to yourself first, or – even better – send it as a pdf file.

- **Accomplishments**

Employers want to know what you have done for past employers. What have you done that singled you out from the crowd?

- **Skills**

Resumes are shorter than CV's, but largely include the same items. Making your CV into a resume does not mean leaving out information concerning skills and hobbies if it is relevant.

- **No references**

Only submit references if asked for.