



Resume Writing Tips

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Often one of the biggest misconceptions about having a resume is that it is adequate “as is.” Resume ownership might be viewed as a continual process of review and improvement. Some of the more important reasons for doing so include:

- Change of employment status.
- Change of personal contact information.
- Correct any embarrassing typos and sentence structure errors.
- Rethink what resume approach works best: chronological or functional; the approach you choose depends on your past, and what objectives you have for the future.
- Emphasize the most recent entries, and de-emphasize the more distant past ones.
- Keep the resume to a two-page maximum (this is optimum, but not always possible).
- Make sure the formatting is appealing and facilitates an “easy read.”
- Keep an “eye” and “ear” to the marketplace. In other words: Are there new tool demands and trends that should prompt one to change the order of a list, or emphasize a particular recent experience at a direct-hire job or contract job.
- Limit fonts to one or two (maximum); for example, Times Roman is preferred for body text, and Ariel or Helvetica for heads/subheads.
- Select a commonly accepted authoring program with which to develop the resume (i.e., MS Word).
- Use bulleted lists where possible; avoid long paragraphs.
- Optional bolding for headings; italics or underline for emphasis and attention. Do not bold with underline or italicize with bold (as this is over-doing it).
- Avoid using all caps for words or sentences, unless it is abbreviation or acronym.

Your resume should never be considered “good enough”. Always read and re-read. It is surprising what you may find.