

RÉSUMÉ TIPS

- ✓ Create a “master” résumé with all of your employment history and skills, so it can be your starting point for targeting your résumé. The final targeted résumé is recommended to be 1 or 2 page—no half pages recommended.
- ✓ Looking for a job is a full-time job! Set aside time to job search, don’t work it in between other tasks!
- ✓ Take the following step to reduce spelling or grammar errors:
 - Proof read everything!
 - Get someone else to look it over!
 - Go to Google Translate and get the website to read it out to you!
- ✓ Remember the profile summary should not be selfish. State what you intend to do for the company, not what you would like to get out of the job!
- ✓ When writing action statements:
 - Ensure your statements are relevant to your job objective and the employer’s job posting. Use the same key words as the job posting, but in your own phrasing.
 - Unsure where to start? Use those qualifications they have requested first.
 - This is not the time to be modest – you need to “sell” your skills to the employer!
- ✓ If you go to www.jobscan.co it will evaluate the compatibility of your résumé to the job posting and give you an evaluation of how well you matched them.