**RÉSUMÉS**

A résumé is one of the most important tools in your search for job shadowing, internships, college opportunities, or jobs. Its purpose is to persuade employers or college representatives to learn more about you and call for an interview. Your résumé and cover letter are often viewed as a first impression. Make it a good one!

**A GOOD RÉSUMÉ PRESENTS:**

 Who you are

 The kind of position or opportunity you are seeking

 Skills and accomplishments you possess

 A list of education and training credentials

 A list of previous volunteer and work experience

**GENERAL DO’S AND DON’TS**

|  |  |
| --- | --- |
| **DO** | **DON’T** |
| Provide concise, accurate, positive information | Lie or exaggerate |
| Stress skills and accomplishments | Include salary history |
| Research and use keywords related to the position you would like | Use the same résumé for everything – change the objective to meet the position desired |
| Make the résumé attractive and easy to read | Use small type or overcrowd margins |
| Have someone proofread it | Include references unless otherwise instructed to include them |
| Include an appropriate e-mail address on the résumé | Overdo use of bold and italics |
| Have references available on a separate sheet of paper for the interview. Include at least three people, not relatives, who have recognized your skills, accomplishments, or personal qualities. | Use pronouns or abbreviations |
| Always include a cover letter with your résumé | Forget that every part of the process reflects on you! |