TOP 10 TIPS FOR WRITING A WINNING RESUME

1. Be specific about what you want to communicate. Make the reader's job easy by showing clearly **how your skills match the job requirements**.
2. Make your resume stand out by **listing personal achievements** instead of generic facts.
3. Remember that your resume is a marketing document to **advertise your professional strengths** (personal strength too if you think it will help you do your job well- eg. Organizational skills which helps in filing items or to maintain an organized work environment; friendly cheerful manner will help in customer service).
4. **Start with personal information at the top of your resume**. Include your name, address, phone number and email address.
5. **Write your objective statement**. This makes it clear what you would be looking for in a future job.
6. **List the relevant education and training** that you have undertaken, starting with your most recent studies.
7. **List your career history** starting with your most recent or current job. List your title, the name of the employer and the dates you worked there. **Highlight relevant skills** but don't list your daily workload. Your resume should focus on the unique accomplishments that make you stand out.
8. **List any extracurricular activities** like charity work, leadership work, clubs or sporting teams that you might be involved in. This can show a future employer what you like to do in your spare time and adds to the overall picture they build of you.
9. Don't forget to end your resume by naming your **references** or stating that they are available upon request.
10. **Keep your font at least of size 12, clear style, and simple**. The tone of your resume should be enthusiastic, eager for the job, upbeat and professional. **Two pages** are usually sufficient, so choose clear, concise language. It's a good idea to **have it proofread** by a family member or friend.