



Serious job placement.

Guidelines for Writing a Technical Resume

A resume is the first snapshot a potential employer will have of you - make it **sizzle!** Your resume must be neat, professional, organized and easy to read. Check, double check and triple check for typos. Choose conservative and easily-read fonts and stay away from anything too cute. A good format starts with your name, address, phone number and email address followed by:

Objective

Keep this to one sentence that clearly states what you're seeking and what you will offer in your next position. Make sure you don't exclude yourself from potential opportunities by making this too narrow.

Skills

Include only technical skills and include only those skills in which you consider yourself proficient. If on a scale of 1 - 10, you would rate your ability at 6 or better, then include the skill.

Education

If your education is a "selling point" for your overall picture, then place it before your skills. Otherwise, place your education at the end of your resume.

Professional Experience

This is the body of your resume and where you should describe in detail your acquired skills and responsibilities without writing the next great novel! Include the previous employer name, the dates worked, job title(s) held and duties.

- Use bullets to describe the highlights of your position and to make it easier to read.
- Begin each bulleted item with an action verb such as "designed," "implemented," "managed," "saved," "created."
- List past positions in reverse chronological order.
- Account for large gaps in employment by briefly listing where you were or what you were doing (e.g., sabbatical, extended time off, leave of absence).
- Include activities that helped reduce cost, save money or generate revenue.
- If you have more than a couple years of experience, feel free to have a 1 ½ - 2 page resume. No matter how long you have worked, do not go over 3 pages. No one wants to read a novel.
- Above all, NEVER lie or over-embellish your experience.

Other

Include appropriate affiliations, honors, awards, memberships or special training that adds to your credibility as a professional.

Do not include "personal" activities or affiliations that are not directly related to your job search. You cannot be certain of the attitude or biases of the reader. Do not include personal details such as height, weight, marital status, etc. as they are unnecessary for the employer to know and are irrelevant to the job search.