**Resume Writing Tips**

**Proofread it twice**

It would be difficult to emphasize the importance of proofreading your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many as necessary. If you don’t know how to proofread effectively, here are [8 tips that you can use](http://www.dailywritingtips.com/8-proofreading-tips-and-techniques/).

**Use bullet points**

No employer will have the time (or patience) to read long paragraphs of text. Make sure, therefore, to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

**Attention to the typography**

First of all make sure that your fonts are big enough. The smaller you should go is 11 points, but 12 is probably safer. Do not use capital letters all over the place, remember that your goal is to communicate a message as fast and as clearly as possible. Arial and Times are good choices.

**Go with what you got**

If you never had any real working experience, just include your summer jobs or volunteer work. If you don’t have a degree yet, mention the title and the estimated date for completion. As long as those points are relevant to the job in question, it does not matter if they are *official* or not.

**Sell yourself**

Remember that you are trying to sell yourself. As long as you don’t go over the edge, all the marketing efforts that you can put in your resume (in its content, design, delivery method and so on) will give you an advantage over the other candidates.

**No lies, please**

Seems like a no brainer, but you would be amused to discover the amount of people that lie in their resumes. Even small lies should be avoided. Apart from being wrong, most HR departments do background checks these days, and if you are buster it might ruin your credibility for good.

**Get someone else to review your resume**

Even if you think you resume is looking perfect, it would be a good idea to get a second and third opinion about it. We usually become blind to our own mistakes or way of reasoning, so another people will be in a good position to evaluate the overall quality of your resume and make appropriate suggestions.

**Use action verbs**

A very common advice to job seekers is to use action verbs. But what are they? Action verbs are basically verbs that will get noticed more easily, and that will clearly communicate what your experience or achievement were. Examples include managed, coached, enforced and planned. Here you can find a complete list of [action verbs divided by skill category](http://www.quintcareers.com/action_skills.html).

**Use a good printer**

If you are going to use a paper version of your resume, make sure to use a decent printer. Laser printers usually get the job done. Plain white paper is the preferred one as well.

**Make the design flow with white space**

Do not jam your resume with text. Sure we said that you should make your resume as short and concise as possible, but that refers to the overall amount of information and not to how much text you can pack in a single sheet of paper. White space between the words, lines and paragraphs can improve the legibility of your resume.

**No jargon or slang**

It should be common sense, but believe me, it is not. Slang should never be present in a resume. As for technical jargon, do not assume that the employer will know what you are talking about. Even if you are sending your resume to a company in the same segment, the person who will read it for the first time might not have any technical expertise.

**Careful with sample resume templates**

There are many websites that offer free resume templates. While they can help you to get an idea of what you are looking for, do not just copy and paste one of the most used ones. You certainly don’t want to look just like any other candidate, do you?

**No fancy design details**

Do not use a colored background, fancy fonts or images on your resume. Sure, you might think that the little flowers will cheer up the document, but other people might just throw it away at the sight.

**No pronouns**

You resume should not contain the pronouns “I” or “me.” That is how we normally structure sentences, but since your resume is a document about your person, using these pronouns is actually redundant.

**Don’t forget the basics**

The first thing on your resume should be your name. It should be bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed. Secondly, both the name and contact details should be included on all the pages of the resume (if you have more than one).