

## **RESUME OVERVIEW**

### ***A GOOD RESUME PRESENTS:***

- \*Who you are
- \*What kind of position you are seeking
- \*Skills you have
- \*Listing of education and training
- \*Listing of previous work experience

### ***CHARACTERISTICS OF GOOD RESUMES:***

- \*One page
- \*Capitalized headings
- \*Use bullets to guide the reader's eye
- \*Are specific; use examples
- \*Stress achievements
- \*Are positive and enthusiastic
- \*Are honest
- \*Do not mention salary or wages
- \*Use 8 ½ x 11 inch paper
- \*Use 1" margins
- \*Single space sections; double space between sections
- \*References available upon request