

RESUME SUMMARY

Employers have various ideas about what makes a resume effective. However, most of them will agree on the importance of the following facts:

- ◆ The resume should have specific objectives
- ◆ The resume is preferably one page in length (never more than 2 pages)
- ◆ Avoid impressive words and excess information
- ◆ The resume is a summary of your education, training, work experience, and qualifications.
- ◆ A resume should be typed, easy to read, and neatly arranged.

A resume is not your autobiography. It advertises your skills and qualifications for a job interview.