

BUILDING YOUR RESUME

Helpful hints:

- Use an 11 or 12 size font
- Select an attractive font style that is easy to read such as Times New Roman or Arial
- Use bold/caps to make your section headings stand out
- Align content to the left (it is easier for the employer to read)
- Use bullet point format to describe your experience and skills
- Be sure to also include accomplishments and achievements in your role
- Try to limit resume to positions held within the past 10 years.
- No need to mention "References Available Upon Request." When employers request references you can simply provide