



WRITING A RESUME 2 QUICK TIPS



Step 1: Focus On Your Accomplishments

Your Resume is a Marketing Tool!

The purpose of writing a resume is to land an interview, not to tell your whole story. Interviewers are busy people -- make it easy for them to understand your experience.

Consider the following:

- What is most important for the hiring manager to know about you?
- What is the most attractive or impressive part of your work history?



Step 2: Be Specific

Focus on your own accomplishments over generic descriptions of job tasks. Resumes that list examples with details are more useful to your interviewer.

Good Examples:

Served over 50 customers per day by phone, email, and chatbox

Operated leaf blowers, string trimmers, and gas-powered mowers

Supervised team of 6 retail employees

Bad Examples:

Served customers

Used power tools

Led a team