

# TOP 10 RESUME TIPS

- 1 Instead of your address, add your LinkedIn URL
- 2 Keep it professional and relevant to the position
- 3 List experiences in reverse chronological order
- 4 Include key skills and accomplishments
- 5 Quantify and qualify accomplishments
- 6 Proofread and check spelling and grammar
- 7 Use action verbs and bullet points
- 8 Use a consistent format that is easy to read
- 9 Appropriate headings with no references
- 10 Strategically place the most important bullet(s) first

# COVER LETTER TIPS

Introduce yourself    Promote and sell yourself    Thank the reader  
Personalization is key    Tailor to the specific position and company  
Focus on key skills and accomplishments    Remember mutual fit  
Let your personality shine    Summarize your desire    Proofread

## NEED HELP?