

# RESUME GENERATOR

## Tips for Writing Your Resume

### What Is a Resume?

- A resume is an advertisement of your skills.
- Highlight accomplishments over tasks.
- Accentuate the positives!

### What Is a Chronological Resume?

- Traditional style
- Displays work experience in a reverse chronological order, with most recent at the top

### What Is a Functional Resume?

- Nontraditional style
- Highlights accomplishments through a list of targeted skills
- Perfect for those with little work experience

### Your Personal Information

- Spellcheck your personal information.
- Use a personal e-mail address, not one that is provided through a current employer.
- Your personal e-mail address should not sound unprofessional.

### Your Work Experience

- Use [action words](#) to describe your skills.
- Highlight accomplishments, not just the tasks you performed.
- Make sure your work experience relates to position you're applying for.
- Be honest about your accomplishments.
- For a functional resume, highlight skill sets, for example "Marketing" or "Project Management."

### Your Education

- Haven't graduated yet? Just include your expected graduation date.
- If you don't have an area of study, leave that section blank.

### Other Skill-Building Experiences

- Add out-of-school experiences when they've provided valuable experience related to the job to which you're applying.

### Editing Your Resume

- Keep your resume to one or two pages.
- Have someone proofread your resume before sending it out.

### Don't Forget Your Cover Letter!

- Don't send your resume out to employers without a cover letter!
- Your cover letter should explain in narrative format the job you're applying for and why you are perfect for the job.
- Carefully proofread your cover letter for typos.
- Use [ReadWriteThink.org's Letter Generator](#) to write the perfect cover letter!