

# Tips For Writing an Effective Resume

Edison Talent Acquisition

# Before You Begin

Gather key documents:

- Job posting(s)
- Your degrees, certificates, training history
- Previous versions of your resume
- Your performance reviews
- Details of activities on work-related teams, task forces or committees

# Resume Tips

- When you create your resume, use simple fonts such as Times New Roman or Arial
- Focus on the last 10 years
- After 10 years of work experience you may move the “Education” section to the bottom of your resume
- Cover letter (optional)

# Resume Tips

- Customize your resume to the position for which you are applying
- Make your resume as long as needed to be relevant to the job you're applying for
- List experience that dates back more than 10 years only if the experience relates to the position
  - Resume length is 'typically' 1 page for every 10 years of experience

# Resume Tips

Highlight your achievements and what distinguishes you from the competition

- List accomplishments under the job you had at the time the work was done
- Describes the who, what, or how many
- Communicate why
- Show quantifiable results

# Resume Tips

- Think about what you have done and how you have done it:
  - Did you save the company money or time?
  - How much?
  - What positive impact did this savings have on the company?
  - What were the benefits to the company?

# Resume Tips

- Use Skill-Based Sentences
  - Begin with action verbs such as:
    - Achieve...
    - Create...
    - Led...
    - Maintain...
    - Manage...
    - Responsible for...

# Resume Tips: Header

- **Basic Format – Header:**
  - Name
  - Address
  - Appropriate/Professional email address
  - Phone number

**Jane Doe**

1333 E. Fillmore St.  
Los Angeles, CA 91020  
JDoe22@gmail.com  
(323) 455-1234



# Resume Tips

Area to document current and previous:

- Job responsibilities
- Accomplishments
- Computer skills
- Volunteer and military experience

# Your Work Experience



- Customize your resume for the position for which you are applying
- List relevant experience in relation to the job posting at the top
- Keep all words in past tense except for your current job

# Education Section

University of Southern California, Los Angeles, CA  
Bachelor, Business Administration

Or

University of California at Irvine, Irvine, CA  
Project Management Certificate

# Your Unique Skills

- Weave into the educational and work experience sections
- If applying for a job that implies knowledge of a certain computer skill, demonstrate experience using the software.

# Volunteer and Military Experience



- If it's applicable to the job you're applying for, position it under your work experience
- Dates can overlap
- Make it relevant to the posting