

1. **Prepare your own résumé. It is a summary of you. You know yourself and what you want better than anyone. Employers can usually identify professionally prepared résumés. During an interview they may observe that your qualities do not match those on the résumé.**
2. **Make sure your résumé is concise. Limit it to one page if possible and not more than two pages. Additional information may be in your cover letter or on an application form. Carefully prepare your career objective in your résumé or cover letter. It should match potential job opportunities.**
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4. **Relate your résumé to the employer's needs. Indicate the value you have to offer to the company. Focus on how your abilities, skills accomplishments relate directly to the job.**
5. **Use powerful action words to describe your work and educational experience. Do not be modest. Translate job duties into skills and accomplishments. Project a positive image.**
6. **Restrict the use of unessential words. Use phrases or point form so that it can be read quickly. Do not use "I" when describing your duties and accomplishments. Avoid repeating the same phrases and words. Use parallel structure whenever possible.**
7. **Provide current information to contact your references. Obtain their permission first. Ensure they have something positive to say about you.**
8. **Make your résumé attractive and easy to read. Allow adequate margins and spaces. Organize the material in a consistent manner. Highlight key information.**
9. **Proofread your résumé and make corrections before you make final copies. Have other people check your résumé. Errors are not acceptable.**
10. **Do not date or sign your résumé.**
11. **Print several quality copies of your résumé. Consider using a printing or résumé service, or a laser printer.**

12. **Emphasize your skills and accomplishments. Do not overstate them or give false information. Most employers check the information and if it is incorrect you will likely be eliminated from the job competition.**
13. **Avoid salary objectives. There are other benefits to consider. You may overprice or underprice yourself unless you know what the employer usually pays for the particular position.**
14. **Send a cover letter with your résumé to prospective employers.**