

RESUME WRITING FOR BEGINNERS



Summary: There are eight basic guidelines to follow when writing your resume to help you keep a concise and clear resume that attracts employers.

Reviewing resumes is tedious, stressful and overwhelming for hiring managers. Most will know immediately if they want to hire a candidate just by their resume. If you want to make sure your resume is one that leaves the hiring manager wanting you immediately, then follow these beginners tips.

1. **Font choice:** The font you choose will either put your resume into the trash pile or interview pile. Pick a font that shows you are a professional and easily readable. A few examples of such fonts are Calibri, Helvetica Neue, Arial, and Abadi.
2. **Font size:** Your name should be a larger size than the rest of the text. This will make the correlation between your name and your stellar experience stand out.
3. **Format:** Having an organized resume demonstrates your abilities to the reader. Keep everything in the same font and similar items in the same size, font and color. Keep your resume organized by categories such as name, contact info, work experience, skills, education, and references. Ultimately, you want your resume to be clean, consistent, and easy to understand.
4. **One page:** When potential employers are looking through hundreds of resumes, them stopping to take the time to read a second page are unlikely. Keeping everything to one page helps you keep things clear and concise. There are exceptions to this guideline but only when you have so much related experience that you need more than one page.
5. **Relevance:** Customize your resume to the job and industry. There is no need to include your summer job as a lifeguard when applying for a journalism job. Each job experience should be proving why you are qualified for the job and the skills you have.
6. **Text only:** Including a profile picture of yourself is not appropriate for your resume. Having one on your social media accounts, like LinkedIn and Facebook, is appropriate. The exception to this rule is for an actress or model submitting a headshot.
7. **Contact info:** At the top of your resume you include your full name and the best ways to be contacted. This means you list your phone number, email address and possibly your home address. Since most correspondence is done over phone and email, your address is not necessary. Have your full name, not abbreviations or nickname listed on the top of the page.
8. **Cover letter:** An attached **cover letter that attracts the hiring manager** will separate your resume from the rest. A cover letter tells the hiring manager that you are invested in the position more than just sending your resume out to hundreds of listings each day. Reference specifics about the company and position when possible.

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[6 Words to Remove from Your Resume](#)

[Six Sections to Include on Your Resume](#)

[How Can I Write a Resume When I Have Nothing to Put on It?](#)

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