

Alumni Consulting Group

IT Consulting – Contract to Hire – Direct Placement

Resume Tips

Order of Elements:

- Contact Information. Name, address, phone numbers and email should be at the top of the first page and included in a header or footer on every subsequent page of your resume. This is the most important information you have on your resume.
- Objective. Briefly describe the type of job you are searching for. Be specific.
- Skill Summary. List all your skills as keywords. Clarify any acronyms that are not obvious and include version and release numbers. Only include those skills with which you have actually worked. Make sure you use the same spelling and case as the product vendor.
- Employment History.
 - Organize your employment history in reverse chronological order; with your most recent job first. Include employment dates (month & year), company name, job title and a brief description of your employers' business.
 - Describe your duties and responsibilities in detail, but be concise. Use action verbs to describe your accomplishments. Avoid passive constructions such as "was responsible for managing." Say "managed", and avoid using "I" or "my." Add a technical skill summary at the end of each employment listing.
- Education. List education, certifications, affiliations and accomplishments. Don't embellish – use the exact wording that appears on your diploma or certificate. If you are in progress, or never actually graduated, make it perfectly clear.

Resume Dos:

- The number one tip to follow is to ***make sure your resume includes the required skills from the job posting!*** Obviously, if you don't possess those skills, don't lie about your background. But if you do have the required skills, make sure you highlight them in your resume. You cannot expect a recruiter or HR person, most of whom are not technical; to glean what technical skills you have by seeing only your major skills.
- Be simple and concise. Employers are very busy and receive hundreds of resumes each day. A long, wordy resume will lose their interest.
- The length of your resume depends on your experience. If you're a senior level candidate, a one page resume cannot effectively communicate your experience and may be viewed negatively.
- Multiple versions of your resume can be helpful. If you have experience in multiple industries handling a variety of responsibilities, you should tailor your resume to the type of position for which you are applying.
- Spell check and proofread your resume! One tip is to do a word find for the word "mange". Many people type in "mange" or "manger" for "manage" or "manager", and spell check will not catch it.

Resume Don'ts:

- Don't include your salary history on your resume.
- Don't include questionable subjects – age, race, religion, marital status, etc.
- Don't include hobbies and/or outside interests *unless* they can be directly related to the position for which you are applying.
- Don't include your references or the statement "References available upon request." If an employer wants to check your references, they will ask for them.
- Don't include your nickname. If your name is "Robert," but you go by "Bob," tell them that in the interview.
- Don't use dark, colored, or scenic paper – resumes are photocopied many times. Dark or colored paper doesn't photocopy well.
- Don't underestimate your skills. Sell yourself!
- Don't lie. Employers will check your references, dig into your employment history, and do education and background checks.