



Resume Tips ***By Melissa Wall***

1. Start with a short paragraph outlining who you are. This helps the reader put your experience into context. For example, "Seasoned business professional with fifteen years of experience in sales.....etc." If you are very clear about what you want, you could make this an objective, but that can be limiting.
2. Keep it to two pages maximum.
3. Provide more detail about your most recent positions than your first job out of school, unless this is your first job. There's no need to go back beyond 20 years.
4. Include specific accomplishments and avoid generalizations.
5. Don't change the dates of your previous employment to avoid gaps or make tenures appear longer. Many companies check the dates and if they can't verify the information, you will most likely not be offered the position. This kind of tampering makes it look like you are dishonest or sloppy – neither is acceptable.
6. Check for spelling errors and don't rely on the automated spell-check. The word "manager" often appears as "manger", which is a word so spell-check will not identify it as being wrong. Have another person read your resume. Another proofreading trick is to read your resume backwards one word at a time. It sounds strange but by taking the words out of context, your brain does not make assumptions about what it thinks it sees.
7. Don't be afraid to indicate some of your interests and associations. It shows more about the type of person you are and may be a good way to connect with the hiring manager who may share similar interests. Also, being the President or a Board Member of an association or charitable group, however small, indicates experience in taking a leadership role – something you may not have yet had the chance to do on the job. However, don't overdo it. You would not want a prospective employer to think you may not have time to work.
8. It's okay to have more than one resume. You may be targeting two different types of positions and may need to emphasize different skills and accomplishments.
9. It's not necessary to include your photograph with a resume unless you are a model. It's the skills and experience that count, not your looks. It's also not necessary to mention your age, marital status, or the year you graduated college.
10. Know your own facts. It's surprising how many people can't remember what they did and when.

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