

The FOUR Rules for Resume Writing

#1 Aesthetically Pleasing

- Consistent formatting
- Whitespace
- Bold/*Italic*/Underline
- Font size

#2 Error Free

- Spelling
- Grammar

#3 Tailored

- Match with the job posting/position
- Choose experiences that highlight your skills and competencies
- Make it your document, not just a copy of an example or template

#4 Accomplishment-Based (Visit Accomplishment Statements Resources)

- Focus on your skills and accomplishments, not just what your tasks/duties were



Example:

- Answered customer inquires in a polite and informative manner, ensuring a pleasant shopping experience
- Thoroughly organized and updated client files to increase appointment booking efficiency
- Improved knowledge of accounting practices by attending regular club meetings and communicating with guest speakers