WHAT YOU NEED TO KNOW

BEFORE YOU START YOUR RESUME

The Office of Career & Employer Services is available to assist with designing professional resumes, cover letters & portfolios that emphasize talents, skills, and experience to deliver the right message to a prospective employers.

Whether you have a job lined up or not, your resume needs to be strong & ready for opportunity!

THIS IS NOT A CLASSROOM ASSIGNMENT

Professionalism is expected from the start in all careers. Your resume will speak for you before you've entered the room-let it promote you to excellence. As you get started, keep these details in mind.

15 seconds or Less!
Employers tend to review resumes quickly while other organizations utilize **Applicant Tracking Systems**. Either way, you need to make an impression quick!

This isn't about You!
Employers want to know how you and **your potential** will meet their needs! This must go beyond listing previous work & really hit on your career goals.

Know Your Direction!
If you develop a "general" resume— "general" is the type of work & pay you can expect. Write with intention for the career you deserve!

REMEMBER THE BASICS

College Central Network Includes an online job board!	**RESUME BUILDER** Get easily tailorable formats that lead to career success.	**Career Coach** Match your strengths & interests for the job search!
Use **course descriptions** from your degree to help you fill in the blanks!	**SOURCE KEYWORDS** Writer's block? What you're trying to say is already there!	Keep the job description as your writing guide & **outline your transferable skills.**
Keep your resume to **one page** & **format consistently.** Use reverse chronological order.	**FORMAT THAT FLOWS** Know that organization on your resume says something about your quality of work!	Use professional font. Format words in italics, bold, or all caps to **call attention to keywords.**
Include Scale & Scope! How much? How many? How often? Numbers count-really!	**LEAD THE CHARGE** Visualize an inverted pyramid-start with most relevant information.	Prioritize information to **highlight the most relevant qualifications & experience.**
DO NOT include personal information, photos, or reason for unsatisfactory results.	**INSTANT FAILS** Every missed comma & typo can discredit you as a top contender.	DO NOT use personal pronouns (I, me, or my).

South Texas College ▪ Office of Career & Employer Services ▪ https://studentservices.southtexascollege.edu/careerservices