

LASTING IMPRESSIONS – TOP 10 RESUME TIPS

OPS COVER LETTER AND RESUME PREPARATION GUIDE

1. **BE CONCISE.** Your resume with references and/or cover letter combined should not exceed 4 pages total. Focus your application on how your skills and experience fit the role you are applying to.
2. **BE SELECTIVE.** You don't have to 'tell all'. Stick to what's relevant and marketable that speaks to the qualification required for the job you are applying to. Don't simply write a list of job duties from your job description.
3. **KEEP IT CURRENT.** Continually update your resume as your skills, knowledge and experience expand. It is a good idea to review your cover letter and resume for every job you apply for.
4. **CONSTRUCT AN EFFECTIVE RESUME.** Organize your information in a logical fashion and keep description clear and to the point using plain language. Include relevant work experience to demonstrate that you are qualified for the job you are seeking.
5. **BE HONEST AND ACCURATE.** False statements on resumes hurt more than help.
6. **PROOFREAD** and pay attention to detail. Take the time to make sure the information that you are using to market yourself is correct and error-free. Review your application at different times with rest periods in between readings. When your mind is fresh you will be much more effective in catching typos and grammatical errors.
7. **FOLLOW THE APPLICATION INSTRUCTIONS.** If the ad has asked for you to provide a reference letter of Job ID or other specific information (such as writing samples or references), ensure that you include them. Be sure that you apply by the closing date.
8. **FORMAT YOUR APPLICATION.**
 - Prepare your application within the suggested limit of pages
 - Use a simple, easy-to-read font such as Arial or Times New Roman in size 10-12
 - Set your margins to 1 inch for 'Top' and 'Bottom' and 1.25 inch for 'Left and 'Right'
 - Begin your cover letter on a new page
9. **BE PROFESSIONAL.** Use professional language in your cover letter and resume.
10. **USE A SKILLS SUMMARY** or to provide a concise overview of your qualifications as they relate to the job you are applying for.