



Resume Tips

- Keep it simple – 1 page is all you need
- Include your contact information at the top (name, phone, address, email)
- Keep your font all one size and type (Between 10-12 point, easy to read font – Times New Roman, Calibri, Arial)
 - You can make your Name 1-2 sizes larger (12-14 point) and in bold to make it stand out
- Make your headings (Skills, Education, Experience, etc.) stand out by underlining & making them bold
- Keep your abbreviations, punctuation and spacing consistent
 - If you put a period after a sentence, do so with every sentence you write on the page or leave periods out all together
 - Leave a space between headings so the document can easily be read
 - If you abbreviate months on one line, continue that on each line
- Sell yourself! - If you are proud of something, include it in your Skills or Certifications section
- Include dates (month/year - start and end) and locations (facility name, city, state) for Education and Experience
- Include your License # and the state(s) in which you are licensed
- Use bullet points when listing skills
 - List 3-4 skills that sum up your experience
- If you worked for an agency and had multiple contract assignments, include each assignment (with dates and facility names/location) in bullet point form under the agency name.
- Use spell check & proofread for grammar errors. (Bonus points if you have a friend or family member proofread it as well!)
- See attached Resume template to help get you started!