**Resume Writing Tips**

Remember: With employers receiving hundreds of resumes you must make sure that your resume hooks an employer’s attention within a five second glance.

1. **Use Titles or Headings That Match the Jobs You Want**

Before Resume After Resume

Accounting/Recordkeeping Management of A/R Accounts

Administrative Departmental Administration

Computer Skills Computerized Account Apps.

1. **Use Design That Grabs Attention:** employers make snap judgments when glancing at your resume..don’t make it flashy
2. **Create Content That Sells:** resume design is important, but it’s the content that sells
3. **Use Power Words:** describing your achievements and accomplishments can greatly elevate and expand your image
4. **Analyze Ads and Job Descriptions to Identify Key Words:** find key words that employers advertise in job descriptions
5. **Sell the Benefits of Your Skill:** sell yourself to your future employer..what can you do to make the employer “need” to hire you
6. **Prioritize the Content of Your Resume:** most important to least important