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create a resume that gets noticed

Your chances of getting the job you want often begin with an impressive resume—one that stands out from all the others. In keeping with our commitment to helping you achieve your career objectives, Kelly Scientific Resources presents some important tips for developing an effective resume. Take some time to read through these helpful resume tips that are designed to get you noticed.

WHAT TO INCLUDE.

- A description of your accomplishments using direct, active verbs. Such words as managed, designed, sold, saved and developed are just a few examples.
- Several key words. Many of today's resume search engines are geared towards key word searches. If you include several key words in your resume, you'll have a better chance of it appearing at the top of a search list.
- Short paragraphs (no longer than six or seven lines) to ensure your resume gets viewed by hiring personnel.
- Correct grammar and spelling. Do a computer spell check or have someone proofread your resume.
- A design that is visually pleasing and easily read. Resumes are often scanned into a database, so simple typefaces are best. Keep in mind that certain types of software can't read special designs or bold typefaces, which means the resume won't make it into the database.
- Information that is tailored to the job you're seeking, highlighting your unique capabilities, awards, professional memberships and any other information that relates to the position.

WHAT TO AVOID.

- Unclear or vague information. Use facts and measurable results wherever possible (e.g., "Helped the company realize a 30% savings through newly developed employee accountability policy.")
- Wordiness. Don't use the words "I" and "me." State the information as directly and clearly as possible (e.g., "Received an Employee of the Month award.")
- Covering up gaps in employment history. These can be explained during the interview process.
- Information that does not apply to the job you are seeking.
- Reasons for leaving a prior job.

PERSONAL INFORMATION.

Include your full name and address, followed by your telephone number. List your work number or email address only if you're certain you want a prospective employer to contact you at work. Otherwise, be certain to have an answering machine or voicemail at your home telephone in case you're not available.

OBJECTIVE.

Your career objective is often the focal point of your resume. Make sure it relates directly to your experience, accomplishments and to the job for which you are applying. You may want to have a few versions of your resume on hand, with different objectives that support the type of position you're seeking.

WORK EXPERIENCE.

Include your title or position, the company name/location and dates of employment. Use strong action verbs that describe your responsibilities and accomplishments.

EDUCATION.

List your most recent educational experience first. Include the name of the institution you attended, the degree you earned, your major and date of graduation. Special commendations or awards should also be listed here.

OTHER INFORMATION.

Use this area if you want to include information that doesn't fit into the categories above, such as professional certifications, special interests, skills or activities. For example, a multilingual person may want to include this information if it pertains to the position he/she is pursuing.

REFERENCES.

Indicate on your resume that references are available upon request. Be sure to have a list of references to provide a prospective employer, and always ask permission before listing someone as a reference. Choose three references and include their name, title, employer, business and home telephone numbers.