London Regional
Employment Services

How to Write a Good Resume

Your resume must clearly, concisely, and strategically present your qualifications to get a recruiter interested in meeting you. It should convey your skills, work experience and assets. The resume is used to describe what you can accomplish professionally in a manner that also illustrates what you can do for an employer. Job opportunities can arise unexpectedly. An updated modern resume is the key to a successful job search. Here are some do's and don'ts of how to write a good resume and what to include.

Resume Do's

- Keep your resume clear and concise.
- Proofread your resume numerous times.
- Limit your resume to two pages.
- Tailor your resume to suite the position you are applying for.
- Highlight what you have accomplished.
- Be honest.
- Quantify your achievements.
- Use simple works and action verbs.
- Include unpaid work that show off your skills.
- Double check and include your contact information.

Resume Don'ts

- Don't use an inappropriate email address.
- Don't include unnecessary personal information.
- Don't include a photo of yourself.
- Don't use too many bullets.
- Don't use personal pronouns.
- Don't simply list job responsibilities.
- Don't make general statements.
- Don't include reason for leaving previous jobs.
- Don't include references.
- Don't include hobbies or interests.

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