

Resume Tips

Top Ten Resume Writing Tips

By [Alison Doyle](#), About.com Guide

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Need help creating or updating your resume? It certainly can be complicated because your resume is going to be reviewed by software as well as by hiring managers. Review these top resume tips for choosing a resume format, selecting a resume font, customizing your resume, using resume keywords, explaining employment gaps, and more tips for writing interview winning resumes.

[Start With a Resume Template](#)



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Use a resume template as a starting point for creating your own resume. Add your information to the resume template, then tweak and edit it to personalize your resume, so it highlights your skills and abilities.

[Choose a Basic Font](#)



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When writing a resume it's important to use a basic font that is easy to read, both for hiring managers and for applicant management systems.

[Include All Your Contact Information](#)



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It's important to include all your contact information on your resume so employers can easily get in touch with you. Include your full name, street address, city, state, and zip, home phone number, cell phone number, and email address.

[Include Resume Keywords](#)



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Your resume should include the same keywords that appear in job descriptions. That way, you will increase your chances of your resume matching available positions - and of you being selected for an interview.

[Choose the Right Resume Format](#)



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There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume. Take the time to customize your resume - it's well worth the effort.

[Prioritize Your Resume Content](#)



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It's important to prioritize the content of your resume so that your most important and relevant experience is listed first, with key accomplishments listed at the top of each position.

[Write a Custom Resume](#)



It definitely takes more time to write a custom resume, but, it's worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.



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[Tailor Your Resume Objective](#)

Obtain a position at ABCD Company where I can maximize my management skills, and my quality assurance, program development, and training experience.

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If you include an objective on your resume, it's important to tailor your resume objective to match the job you are applying for. The more specific you are, the better chance you have of being considered for the job you are interested in.

[Tweak for Technology](#)



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In this competitive job-seeking environment, job seekers need to make sure that their resume stands out from the pack, is selected by talent management systems, and shows, in a professional, no-nonsense way, that the applicant has taken the time and interest to pursue a specific job opening.

[Email Your Resume](#)



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When you're sending an email resume, it's important to follow the employer's instructions on how to submit your cover letter and resume. The employer may want your resume attached to the email message and sent in specific format, typically as a Word document or a PDF.

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