

- Prepare your resume in 10-point or 11-point Arial or Times Roman typeface. Avoid fancy fonts.
- For each employment experience, briefly state your responsibilities, followed by a description of your accomplishments. Precede each with a bullet. Focus your accomplishments on important contributions for past employers. Nothing is more impressive than explaining how you increased revenues and profits, improved product or service quality, increased operating efficiencies or reduced costs.
- When discussing achievements, use numbers to show their extent. Also use the jargon of your field. For example, marketers should talk about brand management, market segmentation and competitive intelligence. If you're in sales, discuss your strengths in consultative sales, solution sales, CRM, relationship building and management and closing. Manufacturing pros should relate their knowledge of process improvement, efficiency enhancement and cost reduction, including the technologies they implemented, such as lean manufacturing, Kaizen, Kanban, JIT, TQM and cellular manufacturing.
- Use a strong action verb, such as planned, led, initiated, grew, drove, increased, improved or reduced, to begin each accomplishment statement.

Taking these steps can help you to write a powerful resume and improve your chances of landing interviews and the job you want.