

## Coach Jaynine's 15 Tips for Writing the Right Resume

**Coach Jaynine's 15 Steps to Writing a Resume that Sells YOU so you land your dream job.**

As you transition from one career to another you will need a resume. Your resume is often your first chance to sell yourself to a prospective employer. These 15 steps will guarantee your resume does not end up in the trash can.

1. Do not write in the first person. Do not use me, I, or my.
2. Use BOLD and Italics sparingly.
3. Use a professional font such as Arial, Tahoma, Times New Roman 12 pitch.
4. Use black ink.
5. Keep resume to no more than 2 pages.
6. List References on a separate page.
7. Do not use "References available upon request".
8. Use spell check.
9. Do not mislead or lie about your accomplishments.
10. Focus on your last three job or what you have done in the past 10 years.
11. Put most recent accomplishments on the top.
12. Target your resume for a specific job.
13. Use buzz words from the job announcement.
14. Use jargon commonly used in the arena you are applying.
15. Do not use home computer resume style creators; make your resume unique so it gets noticed.

To learn more about resume writing contact me today!

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