

Employment and Resume Tips and Hints

- Remember the resume is an extension of who you are and what has been accomplished. Spelling, grammar and composition all count towards an overall picture the employer makes from a cover letter and the resume.
- If there is an objective statement on the resume, please be prepared to explain what it means in an interview. If you cannot give a concise explanation of your objective statement, rewrite it or remove it from your resume.
- Please refrain from writing “free form” text on a cover letter or E-mail. Maintain a business style letter with short and concise bits of information regarding, an introduction, current employment, skill updates, or pertinent personal information. The cover letter is not the place to include such comments; how much your band “rocks”. There is also no need to list your favorite bands that are “kickin.” Please also refrain from utilizing made up words such as, “deducing” and “self-positive ness.”
- Contact Information: Use 12-14 or larger point size text for your contact information (name, address, and telephone, email address) at the very top of the resume. How can a HR manager or recruiter contact you if the font is 9 point or smaller?
 - This is 12 point
 - This is 14 point
- Snail mail (U.S. Postal Service) is always the best method for submitting a resume: E-mail, then finally fax. If the resume is not sent back to the sender (RTS) then there is no need to telephone the company asking, “...just wanted to see if you got my resume.” E-mail is a great way to send out a resume pending the resume text is sent within the body of the E-mail or as an attached word.doc file. There are too many E-mail applications and computer operating systems, which do not always allow attachments to be opened by everyone in the world. Sending your resume through the Internet as an HTML, formatted E-mail will still maintain the look and feel of the original but allow anyone to read about your skills. Faxing resumes is not suggested, but could be a last choice if no other options are available. The quality of one fax machine to another varies so much that it is not worth the time.
- Utilize free Internet services out there that offer free E-mail address – Yahoo, Hotmail, Gmail, Macintosh (iTools), and many others. Visit the public, local College or School library and sign up. Check email once a week or more if you have sent out recent resumes. If you change your contact information, send a letter or E-mail to those recipients of your resume letting them know you have moved or changed your contact information.
- Take notice to the name you choose for an E-mail address. Use some common sense. Any E-mail address with references to alcohol; drugs, partying, sniffing glue, sexual references, or other personal preferences should not be used to contact potential employers. Real Examples: sloshed25@hotmail.com, gluesniff1@yahoo.com, sexyhotchick1@gmail.com.
- Do not under any circumstances send your resume to more than one person working at the same company. This does nothing but anger associates and brings poor light to the applicant. Ten copies of the same resume E-mailed, mailed and faxed do not guarantee an interview or employment any faster. It may do more damage than good.
- Spelling and grammar are of the utmost importance when submitting resumes. Please have others read, check your work, and make suggestions regarding your resume. Also, do not get offended when it comes back with

red marked errors over spelling and grammar mistakes. Remember who asked them to proofread the resume initially.

- Many companies also do not like potential hires visiting unannounced and in person. It not only puts the company in a difficult position but could be a disappointing experience for someone “just dropping off” their resume.
- Calling a potential employer is one option to check up on your resume. There are two sides to this coin. Too many telephone calls, leaving daily voice mail messages or calling others not associated with the hiring practice can all become annoying to the employer. Unless the employer has been attempting to contact (you) the applicant. A Human Resources Associate can reply much quicker via E-mail rather than returning calls to fifty possible applicants.

Most of this information is common sense. Use your best judgment with the circumstance and job you are seeking. When the company calls, make sure you show up on time for the interview, dress professionally, look organized, listen, ask questions, and stay relaxed.