* Portray yourself in a positive light, making the employer want to know more about you
* Have a PROFESSIONAL email address for an employer to contact you
  + Good: [janedoe@gmail.com](mailto:janedoe@gmail.com)
  + Bad: [bootyslayer4lyfe@gmail.com](mailto:bootyslayer4lyfe@gmail.com)
* Put all your contact info into the header so it’s at the top of every page so an employer never has to wonder whose resume they are looking at
* Use a professional font that is clear and easy to read
  + Keep the font size between 10 and 12 points
* Highlight your soft and hard skills
  + What are soft skills?
    - Skills necessary for working with others; interpersonal skills; not unique to any one job
      * Team working abilities, communication, problem-solving, time management, etc.
  + What are hard skills?
    - Skills necessary for doing specific job duties; can see them being used while working
      * Running a cash register; lifting a certain number of pounds; speaking a second language; knowing a computer program; etc.
* Use action/power verbs to highlight your experience and make you stand out
  + \*\*See below for a list of power and action verbs for resumes
* Proofread your finished resume to make sure there are no typos
  + Ask friends/family to look at it too!
* Save your resume as a PDF
  + This makes sure your formatting stays intact and won’t get messed up when an employer opens it

