Resume Writing Guidelines

- Use a pleasant, easy-to-read font and format. You want to make a good impression within the first few seconds that the employer scans your resume.
- Do not exceed one page.
- Your resume is not a historical document; it is a sales document for you to market yourself.
- Title your resume with the career you are seeking, even if you have not yet held that position. If you are open to accepting more than one kind of job, you can have multiple versions of your resume, each with titled with the job you are applying for.
- The following sections should be included:
    - Personal Information: Make sure to put an active cell phone only.
    - Success Profile: Summary of all your abilities, technical knowledge, accomplishments and skills that an employer would be interested in. It can average 12-15 bullets- using double or triple columns.
    - Experience Profile: Start with the most recent job. Put in the name of the company you worked for, city, dates and your job title. Then in bullet form you can list your successes there. If you have any real data/ numbers/ quantities, that would be the most impressive, for example reached out to 150 potential clients per week, achieved a 25% increase in sales, or raised over $30k in funds annually. Only include the last 10 years of experience. If you have significant and relevant experience prior to 10 years, include it in a section titled Previous Significant Experience.
    - Education: Include the most recent and all relevant education. Do not include high school.
    - There are other sections that may be included depending on your background, for example Volunteer and Community Experience, Other Work Experience, Professional Development, etc.
- You can include a section for references and write available upon request, but it is not necessary if space does not allow.
- Proofread your resume well. Spell check. Ask someone else to proofread it as well.
- Save your resume as a PDF and only use that format when emailing your resume to employers.
- If the name you are called is not your legal name, only write the name you are called. If you get hired, you can tell them your legal name.
- Make sure that the fonts and spacing are uniform throughout and the style.
- If you would like to hire a skilled resume writer to create a professional resume for you, EPI would be happy to offer a referral.