

This week, we'll focus on creating a draft of your resume. Perhaps you already have a resume. That's great! You can use this opportunity, then, to revisit, rethink, and revise this draft.

As you create your resume, consider the following:

1. No Templates! If you use an MS Word, or similar, resume template, so are thousands of other folks. In a competitive job market, you want your resume to stand out and be different from the competition. So, do not use a resume template.

2. Use action words. Page 306 has a great list to get you started, and you should also check out the LifeHacker article for an additional list.

3. Follow a specific format (chronological or functional). Resume convention typically as work experience listed in reverse-chronological order, listing your most recent position first.

4. When listing your work experiences, focus on what you accomplished not your responsibilities. Also, you want to emphasize your position or job title, not the company/organization for which you worked.

5. Design is important. Consider the principles of design as you create your resume and organize content. Creating clean lines--through alignment--for example, allows reader-users to follow the overall structure of your resume. Avoid center-aligning section headings. And a splash of color might be helpful too. But don't overdo it. And stick to professional colors such as blues.

6. Create a header. Your header should allow your name to stand out--either through color, font size, or both, and include your contact information.

7. Lastly, avoid including information and experiences from high school. Employers want to know what you've done recently--during college. They are less interested in high school experience from 4, 5, or more years ago.