When submitting - **TURN OFF MARKUP/COMMENTS, save as PDF, include your NAME and the word "RESUME" in the document title** - unless otherwise specified

General Resume Writing Tips:

1. Use standardized templates
2. Be concise and clear
3. Only include details that are relevant to the job you are applying to; that means: *customize*
4. Among the clearest fonts to read are Arial, Calibri and Verdana. Use between 10 pt. and 11 pt.
5. Maximum two pages, preferably one page
6. Use more white space between sections than between paragraphs within a section.
7. Only use bullets if strictly necessary.
8. Look professional. If your email address is lordofdarkness@gmail.com, create a different one
9. Be aware of word repetition
10. Use key-words for your specific field. That is beyond technical skills, each field has other key areas in which they want to see some evidence that you understand

General DON'TS:

1. Don't use color; don't get fancy
2. Don't let grammar and spelling mistakes slip in
3. Avoid big chunks of text
4. Avoid big chunks of white space
5. Restrict the use of all caps (double check capitalization conventions)
6. Don't use unclear, confusing language or jargon not common for the industry you're applying to (Take a moment to consider the PERSON reading your resume. Will everything make sense to them without contextualization?)
7. Don't use different standards than the ones accepted where you are applying, e.g. name conventions, degrees, academic performance, etc.

Should you have an Objective?

1. YES, IF you are sending your resume to a general call or when looking for a broad scope of roles in an organization. NO, IF you are applying to a specific position (see Executive Summary).
2. It should only be ONE concise and clear sentence
3. DON'T talk about how the opportunity benefits for you. Instead, turn the sentence around to represent skills you can offer and expand on.

Executive Summary:

1. Use when applying to specific positions
2. Summary of the education, work, and skills sections of the resume; provides at-a-glance view of who you are without reading the whole resume
3. Include key-words specific to the position and highlight them in bold
4. Avoid jamming in too empty buzz-words, e.g. change-maker, visionary, self-motivated, out-of-the-box thinker, etc. Instead, give the results of what you did. SHOW DON'T TELL.

Education Section:

1. Reverse Chronological Order
2. List as follows: i) date ii) place iii) qualification (i.e. type of degree, certificate) iv) details of qualifications - provide links to relevant webpages
3. Scores and degrees: if the scoring / degree system of your country will not be immediately clear to the reader, interpret your score and / or provide an equivalent for the relevant country
4. Include MA Thesis: maximum two-line description highlighting methods used and topic researched

Work Experience Section:

1. Insert as many key-words as is reasonably possible
2. List as follows: i) date ii) company /organization iii) position iv) key activities (plus a web link to the company, so the HR person can find out more about where you work. Do not only provide position title without a description of activities!
3. Do not use personal pronouns
4. Avoid redundancy – think about each word and whether you really need it in the resume. If nothing of consequence is lost, then cut the word!
5. Put your publications here, if you have any, as they relate to specific projects
6. The more detail you provide about your projects, the more credibility you get. However, make sure it is relevant detail, one that highlights your skills and experience.
7. Use action verbs such as: developed, tested, managed, designed, negotiated; monitored, edited, adapted, initiated, advised, completed, automated, etc. to describe your work.
8. Be consistent in formatting each section; don't start some with verbs, others with nouns.
9. Make sure that your various projects and positions point to a career direction; If they appear disjointed and random, rewrite with a different focus: you can always find some common tread!