

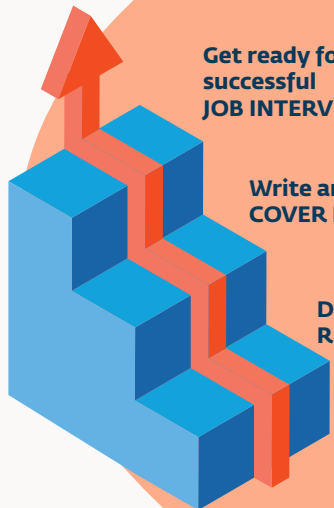


**Start developing
YOUR CAREER PLAN
by taking advantage
of AUA Career Services!**



**The strategy and preparation
are the keys to successful job
hunting.**

**Connect with EMPLOYERS and
make BIG DREAMS attainable!**



**Get ready for a
successful
JOB INTERVIEW**

**Write an attractive
COVER LETTER**

**Develop a strong
RESUME**

AUA OFFICE of
STUDENT AFFAIRS
CAREER SERVICES

**Need career-related advice?
We are here for YOU!
Visit AUA Career Services or
schedule an appointment
via <https://aua.mywconline.com/>**

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TIPS *for* EFFECTIVE RESUME WRITING

Resume is the key marketing document in your job search process. It must convince an employer to interview YOU rather than hundreds of other candidates.

Note that employers typically devote up to 8 seconds to scan any resume, that's why you should create concise and attention-grabbing profiles that make them want to know more about you.

- Try to limit your resume to one page; submit it in PDF.
- Use a basic font that is easy to read; be consistent; proofread and spell check.
- Include your contact information: your full name, home and mobile phone numbers, your email account, and your LinkedIn profile link.
- Break up your resume with categories, such as professional experience, education and skills.
- If you are lacking professional experience or have a little bit of it, include your core academic courses.
- Research the organization and position, and tailor your resume to the position you are applying for; tie your own experience directly to the employer's needs.
- Customize your resume; periodically edit and adapt it to the position you are applying for.
- Prioritize the content of your resume, so that the most important and relevant experience is listed first.
- Stress your achievements; express how you have used your skills to achieve the best results.
- Use bullet points to neatly summarize key information and make your resume more visually appealing.
- List core competencies and use action verbs (e.g. planned, directed, completed, oversaw, increased, maintained, etc.)
- Don't use abbreviations or acronyms; avoid tables, different colors and excessive design.
- Don't include personal information like marital status, religion, age, or year of birth.
- Don't include your photo unless it is required by the employer.