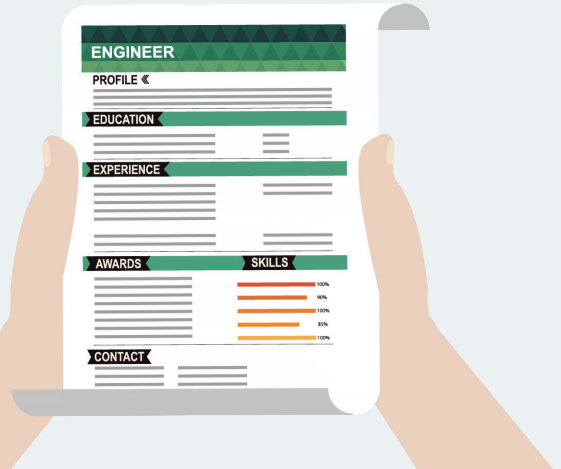


Resume Tips

# Write your success story



**Contact information:** put your home/cell phone numbers and email address by your name in the header. We want to be able to reach you.

**Objective:** be specific and show why you are the right fit for the job you want.

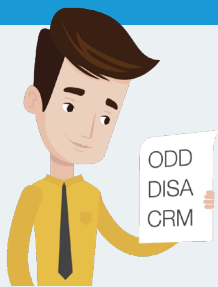
**Location:** let us know where you're willing to work and if you're willing to relocate.



**Work history:** tell us where you've worked. Start with your most recent job and tell us what you did there, including your big accomplishments.

**Education:** include your degrees, certifications, licenses and related-training courses.

**Spell it out:** avoid using acronyms that people may not recognize.



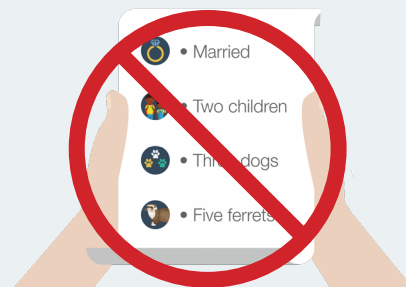
**All about you:** tell us about your volunteer activities and hobbies, but avoid photos and information that's "too personal," please.



1-2  
PAGES

**Length:** keep it short. One to two pages is best.

**Font styles and sizes:** use an easy-to-read font style and size.



**Proofread:** ask a friend or family member to review your resume for grammar and spelling.

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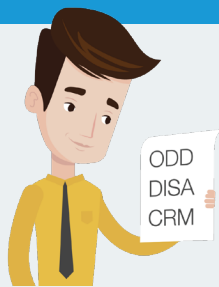
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