



## **tips on building a stand-out resume**

At The Help Company, we look at a lot of resumes, and we know a thing or two about what stands out...in a good way, and in a bad way. Below are some tips to help you build your resume.

### **make it a priority**

The first step in finding your dream job is taking the time to present yourself and your experience in a compelling and professional way.

### **include a “profile” or “objective”**

Generic template resumes give us the information, but we want to know about YOU and your objectives. Infuse your personality into the writing and the presentation as much as possible.

### **highlight your qualifications**

Review the job descriptions on our website and be sure to include any relevant education, qualifications, certifications or experience that would help you stand out.

### **be concise**

One line descriptions of your duties at your previous jobs will help the flow of your resume. Avoid long paragraphs and keep the tense of your descriptions consistent.

### **proofread**

Check spelling, grammar, capitalizations and font sizes. And have a friend read it if that is an option.

### **follow-up**

If you haven't received a confirmation email from us, follow-up to make sure that it came through.

We look forward to helping you find your dream job!