* Portray yourself in a positive light, making the employer want to know more about you
* Have a PROFESSIONAL email address for an employer to contact you
	+ Good: janedoe@gmail.com
	+ Bad: bootyslayer4lyfe@gmail.com
* Put all your contact info into the header so it’s at the top of every page so an employer never has to wonder whose resume they are looking at
* Use a professional font that is clear and easy to read
	+ Keep the font size between 10 and 12 points
* Highlight your soft and hard skills
	+ What are soft skills?
		- Skills necessary for working with others; interpersonal skills; not unique to any one job
			* Team working abilities, communication, problem-solving, time management, etc.
	+ What are hard skills?
		- Skills necessary for doing specific job duties; can see them being used while working
			* Running a cash register; lifting a certain number of pounds; speaking a second language; knowing a computer program; etc.
* Use action/power verbs to highlight your experience and make you stand out
	+ \*\*See below for a list of power and action verbs for resumes
* Proofread your finished resume to make sure there are no typos
	+ Ask friends/family to look at it too!
* Save your resume as a PDF
	+ This makes sure your formatting stays intact and won’t get messed up when an employer opens it

