

## **Write Your Resume Like a Hiring Manager Will Read It**

by: Steve Snelling

Make sure you fully explain items in your Resume, so you won't confuse or waste time explaining things during a Job Interview. Try to anticipate the areas of your Resume that will need some clarification and expand on these in your Resume.

When you describe your Work History, describe the companies you worked for in enough detail that the Interviewer will understand what the company does and what your job duties were. Also, put the size of the organization in perspective, so the Interviewer can better understand the types of projects & responsibilities you had.

Make it clear when your work was an Internship, and not a permanent job. Also, make sure that school Projects are identified as being done while in college, and not during an Internship.

Make it clear what types of positions you are applying for, when you will be graduating, and what degree you will be earning. If graduating with an advanced degree (or a double major), make this clear on your Resume.

When you include any Awards or Honors in your Resume, make sure you describe these in enough detail so the Interviewer will understand the Award or Honor. Then if they ask you a question about it, it's because they are interested, and not because they didn't understand the significance of the item.

Look carefully at any potentially confusing or complex items in your Resume. Decide first if you should delete these items. If keeping the items in, add some clarification or try to anticipate the kinds of questions that might be obvious on each item. It's important not to waste the Interviewer's time, with items that you could easily clarify in your Resume. Mock or Practice Interviews can be very useful at identifying potentially confusing things in your Resume.