

## Resume Tips – The Best Format for Online Resume Submission

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

When submitting your resume online you'll often have two primary choices for submission. You'll either be providing an attachment or directly submitting into a form. When providing an attachment it is best to include both Microsoft Word format and text format.

The Word format can be used for printing and the text format will be used for insertion into the applicant tracking system. When submitting your resume using an online form, use the text version of your resume. Copy and paste directly from a text editor into the form. Avoid copying from word processors since formatting and special codes may not copy well into the online form. This will ensure that your resume is highly searchable and findable by the employer.

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## Resume Tips – Your Resume Objective Section

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

Most resumes leave out the objective but make sure you include one on yours. Why because it's not my job to figure out what you want to do for a living. That's your job. You can make your objective specific by using any of the following three qualifiers job type, Industry, Geography. You can use one, two or all three.

You can also use and/or qualifiers. For example, auditor tax position with a public accounting firm in the Philadelphia area or systems analyst position in the banking or insurance industry open to relocation or electrical engineering position in the Dallas or Houston Metro areas. Keep your objective short, specific and to the point.

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## Resume Tips – Your Resume Summary Section

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

As you develop your resume think about how you can maximize its impact and the best way to maximize the impact is to provide a section which very few resumes include, the Summary Section. The Summary Section gives you the opportunity to very clearly state in two to four bullet points who you are and what makes you unique.

What is your value proposition to employers? How would you sell yourself in two to four quick statements? That's what you should include in your summary. The summary works because many resume readers are not resume readers at all, they're resume scanners. If you put your key points in the summary section it will turn a typical resume scanner into a resume reader who wants to know all of your details.

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## Resume Tips – Where To Send Your Resume

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

Okay so you've completed your resume now what? Don't simply start sending it out as part of a mass mailing campaign that would be the least effective use of your resume. The most of effective use of your entering level resume is to post it to job sites specific to your career needs such as [CollegeGrad.com](http://CollegeGrad.com) and post it to entering level employer sites such as those listed at our site.

Be selective. You can both passively post your resume to a database to be found and actively post it to specific job openings. You should plan to do both. When you do post to a specific position also make sure to follow up your resume submission with a phone call, don't just send out and hope it sticks.

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## Resume Tips – Why You Really Need a Resume

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

So do you really need a resume? The answer is yes. The resume won't get you the job but not having one could keep you from getting the job or even getting the interview. The resume serves three basic functions.

1. It can be used to apply to a position or a company either on paper or online.
2. It can be used as a general networking tool to pass to others to assist you in your job search.
3. It is a guide for the interviewer. You have only one opportunity to make a great first impression.

Make sure your resume presents your background in the best light possible. Follow a standard resume structure like the one we provide with our Quick Start Resume Templates. They're available online for free at [CollegeGrad.com/resumes](http://CollegeGrad.com/resumes).

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## Resume Tips – Your Resume Contact Section

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

Here is the structure you should use for your resume contact information. First line first and last name, no need to use your middle initial, second line street address, third line city, state and five digit zip, fourth line phone number, fifth line email address. If you have more than one address, which is often the case with a college student, list your name top and center then put your campus address top left and your home address top right.

Note that you should be reachable at any of these contact locations by mail, phone or email and respond within 24 hours. Stay tuned for our other Job Search Minutes on the other sections of your resume.

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## Resume Tips – Your Resume Education Section

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

The education section of your resume should be listed as the fourth section after contact information, objective and summary, but it should be listed before experience. List your degree first, the date received, then on the next line list the name of the school and the location. List your GPA if it was greater than a 3.0 on a 4.0 scale you can round to the nearest tenth. But also take note that if you don't list your GPA the resume reviewer will typically assume you did not achieve a 3.0. You should also list relevant coursework related to your career objective. For the specific resume format and layout please download the free Quick Start Resume Template at [CollegeGrad.com](http://CollegeGrad.com).

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## Resume Tips – Your Resume Experience Section

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute.

The Experience Section of an entry level resume should include all viable work experience including internships, co-ops, summer jobs and volunteer work. If it causes you to go beyond one page shorten it up or drop previous unrelated work. List your title and employment dates on the first line, then the employer name and location on the second line.

Then list your results and accomplishments in bullet point format. Don't tell me about your responsibilities tell me about what you accomplished. Tell me about your specific behavior or results. Make sure you include searchable keywords for your career or industry since your resume will likely be loaded into a resume database or applicant tracking system. To see the exact format download the free Quick Start Resume Templates at [CollegeGrad.com](http://CollegeGrad.com).

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## Resume Tips – Developing Your Keyword Resume

Hi everyone I'm Brian Krueger with [CollegeGrad.com](http://CollegeGrad.com) and this is the Job Search Minute. Think about your resume from the perspective of the employer, specifically the person reviewing your resume. In most cases your resume will not even be read unless it is first found. Most resumes are stored in resume databases at job sites and application tracking systems at employer's sites. They are stored in digital format and are only found if the correct keywords are included.

So make sure your resume includes all of your keywords that are specific to your career or industry. Don't list any keywords where you do not have any experience or education since you would come up in search results for jobs for which you're not qualified, but make sure you do include your keywords for employers that are searching for individuals with your background. Those keywords will make your resume findable, readable, and actionable.

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