

# KEMPS' KWIK

## RESUME REFERENCE

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### Top 5 Do's

1. Do concentrate on your most *relevant* skills/experience.
2. Do highlight your achievements and contributions.
3. Do limit your work history to recent 10 – 15 years.
4. Do express yourself clearly and concisely.
5. Do check for typos and inconsistencies.

### Top 5 Don'ts

1. Don't rely on only your work duties.
2. Don't exceed 1 (entry-level) to 2 pages (management).
3. Don't have typos or errors in information.
4. Don't worry about being a braggart.
5. Don't lie!

### Top 5 Must Have's

1. Professional Summary (NOT an Objective!)
2. Relevant Skills (especially *computer technology*)
3. Correct Dates (*background check* proof!)
4. Relevant Work History (even if it's volunteer)
5. Achievements *and* Duties (not ONLY duties)

### KEMPS' Golden Resume Rule

Be yourself!

Not the “perfect” candidate you *think* HR reps are seeking.  
Put *your* personality, proficiencies, and performance ability  
at the forefront and let the proof be in the pudding.