



# Job Search Handbook

Top 10 Things Your Resume Must Do For You (For more on how to do them, read the book!)

1. Communicate exactly what you can do quickly
2. Communicate which industries you have worked in
3. Communicate that you are professional and diligent
4. Emphasize results you've achieved
5. Be "searchable"
6. Not use too much jargon
7. Not make you seem over or under qualified
8. Not give away how old you are if you are an older professional
9. Not reveal obvious gaps in employment
10. Be congruent with the rest of your "pitch"