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Tip I:

Dress similarly to the dress code of the company with which you are interviewing.

Tip 2:

Keep it simple.

Tip 3:

Don't wear open-toed shoes, low-cut shirts, tight-fitting clothes or heavy make-up.

Tip 4:

Conservative hairstyles are recommended.

Tip 5:

No body piercing or tattoos in obvious places (except minimal ear piercing).

Learn more!

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Other great Web sites:

YoungBiz www.youngbiz.com State of Michigan www.michigan.gov

Hot Shot Business www.hotshotbusiness.com

Susan Ireland Resumes www.susanireland.com

The Princeton Review www.princetonreview.com

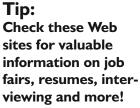
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Tip:

Use active language to describe your work, volunteer and extracurricular experiences.

Action word examples:

- **✓** Estimated
- ✓ Recommended
- ✓ Communicated
- ✓ Administered
- ✓ Compiled
- ✓ Delegated
- √ Collaborated
- ✓ Disbursed
- √ Maintained
- ✓ Valued

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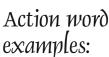
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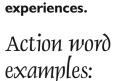
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A resume is a onepage description of your personal accomplishments pertaining to a job.

There are four kinds of resumes:

Chronological - lists your work history in chronological order (most employers want this kind!)

Functional – focuses on areas that relate to the job you are applying for (mainly skills)

Combination combines work history and skills all in one page

Electronic – is the simplest version that can be e-mailed at the push of a button

Learn more!

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