



APCO 2018

August 5-8 | Las Vegas, NV

Resume Mistakes to Avoid

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Resumes: Important Factors

- Employers will decide within 5-7 seconds of review
- Well organized
- Free of errors
- Reader Friendly





Types of Resumes

- Functional Resume
- Chronological Resume
- Combination Resume (Functional & Chronological)
- Curriculum Vitae (CV)

Resumes

- One page for entry level positions
- Organization
- Short, action oriented statements
- Chronological order
- Use keywords and phrases from the job description
- Avoid large blocks of texts
- Avoid hard to read fonts



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Headers

- Contact Information
- Education
- Experience
- Relevant Coursework
- Skills
- Leadership Development
- Professional Development
- Honors
- Military Service
- Volunteerism



Trevor 
@trevcommie

 Follow

One of my friends put "memes" under the languages spoken section of her resume as a joke and submitted it bc she forgot to change it im cry

7:37 AM - 30 Jun 2016 · Boston, MA, United States

  26  72

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References

- List references on a separate page
- Three to five professional references
- Ask permission from reference & keep them updated



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Cover Letter

- One page letter
- Highlights background
- Reflects enthusiasm and knowledge
- Demonstrates written communication
- Displays information that cannot be found in your resume

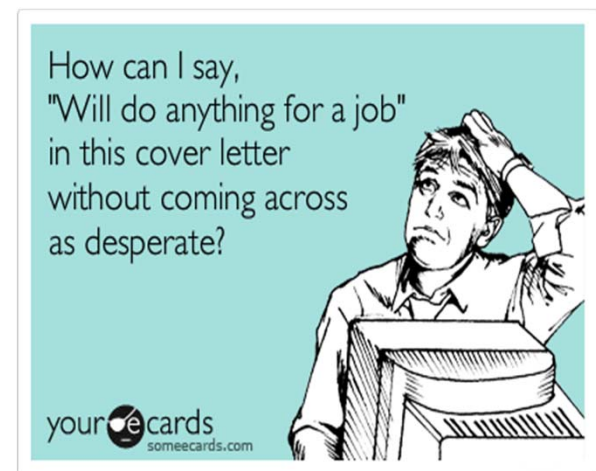
Yes, my dear, it's true, you really should submit a cover letter with your resume even if it's not required.



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Cover Letter

- Proofread your documents, personally and by others
- Send electronically as PDF not word document
- Avoid exaggerating or lying
- Keep your documents up to date



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Join us for Resume Reviews!

Two career counselors from University of Nevada, Las Vegas, will be available to provide individual feedback and tips on how to enhance your resume and help you advance in your career. Each counselor will review resumes in a private and confidential setting on:

Monday, August 6: 10:30 a.m. – 4:30 p.m.

Tuesday, August 7: 10:30 a.m. – 3:30 p.m.

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QUESTIONS?

Contact careerservices@unlv.edu for more information or if you'd like to partner with us!

Thank you for participating!

Please complete your session evaluation online.

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