

RESUME TIPS

Tips compiled by Kristine Milbrandt, AgCareers.com
Creative Marketing Specialist

from employers

Proofread. Be clear and concise. Don't include your high school education. If you've written a resume before, you've probably heard all the typical advice. But have you heard it from the ones whose opinions count most? Those who could become your future employers? We asked five industry HR professionals what advice they have for applicants completing their resumes, including what impresses them, what makes them scratch their heads, and what they recommend avoiding. Take note of these tips next time you apply for a position.



**Cristine Buggeln,
JBS USA**

**"Put your GPA if you
have above a 3.0.**

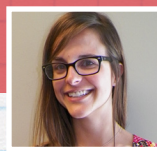
Put a professional email address (nothing like cutebaby123@gmail). Include extracurricular activities and leadership experience. I want to see that you are involved in your passions, beyond just academics. Leave off information that is no longer relevant (i.e. if you are a senior, leave off your high school jobs and sports). Don't include a photo of yourself. This seems to be becoming more common, but it's distracting."



**Anne Cleary,
Wilbur-Ellis**

**"Make sure it is clean
and easy to read.**

No fancy fonts. Script fonts, even for name, address, etcetera are not good! Colored paper or some artistic background on a resume or electronic version will send it to the trash. Also include clear section headings. It doesn't have to follow 'traditional' resume format as long as the section headings provide a picture of what you have accomplished. I like to have a summary of key skills and abilities. What skills do you use and have versus job responsibilities?"



**Ashley Konsowitz,
Helena Chemical**

**"I LOVE to see resumes
that are one page**

and summarized well. The best ones include education, past experience starting with the most recent employment, and any certifications or societies you may be a part of. Everything I need should be right there in those three sections. Also, ALWAYS include the reason for gaps in employment if it exceeds six months. If you were not working due to raising kids, caring for an ill parent, or simply due to searching for work, those are all understandable situations, so mention that! Otherwise, employers wonder what you were doing for so long without a job."



**Kelly Olmsted,
The Maschhoffs**

**"Demonstrate your
ability to solve problems**

and collaborate with others. Highlight these talents in your work experience section by describing major projects you were part of and what end result was achieved. It's important to list more than just the project. Describe the problem that the project/initiative solved and what specific actions you did to make that happen. If there is not applicable work experience to highlight in the resume, be creative and highlight experience with volunteering, professional organizations and extracurricular activities."



**Heather Benson,
Cargill**

**"You want your resume to
be aesthetically pleasing**

while still being concise and easy to read. Spacing should be consistent throughout, and remember you do not want your resume to look cluttered. It is also very important to triple check for spelling errors! Attention to detail is crucial when creating your resume, the last thing you want is for an employer to think you have poor attention to detail."

