

A resume is a formal document that lists your work experience, education, skills, and achievements. It serves as a first impression for potential employers, showcasing why you're a good fit for a job position. Resumes can also be used for other applications, like scholarships or awards.

## THINGS TO DO

- ✓ Keep it to one page
- ✓ Use appropriate font & colors
- ✓ Proofread before sending
- ✓ Save file as PDF

## THINGS TO AVOID

- ✗ Not updating often
- ✗ Overloading information
- ✗ Someone else writing it
- ✗ Lying about experience

### Not knowing where to start can be confusing.

By following the suggested guidelines and videos, you will have a great guide on how to craft your resume.



## INTERESTING FACT

The average time a recruiter spends reading a resume is **6-7 seconds**.

For more tips reach out to [youthprograms@peci.com](mailto:youthprograms@peci.com) or visit [myPEC.com/LED](http://myPEC.com/LED)

