

Resume Tips

Your résumé is often the first document that an employer reviews and it serves as your very first impression in the hiring process. Consider it being your personal marketing brochure, so it needs to be perfect! It should clearly state your skills and experience. It should also be easy to read and easy to scan.



GENERAL GUIDELINES

- Be concise. Keep the length to one page if you have a four-year degree and minimal job experience. For advanced degrees and extensive work experience, a two-page résumé is acceptable.
- Keep your résumé file easily identifiable. You may need to email your résumé, so be as descriptive as possible when naming your file. A good formula: FirstName_LastName_Resume.doc
- Chronological order, with the most recent employment first.
- Edit ruthlessly. Diligently go over your résumé for grammatical errors and typos, overlooking anyone of these suggest a lack of attention to detail.



FORMATTING AND LAYOUT

- Use a font that's easy to read.
- Limit your use of italics and underlines.
- If you decide to use text boxes, graphics, or tables, make sure they are legible. Résumés that are cluttered with too much type and information are hard to read.
- If you decide to use your picture in your resume, make sure it is a professional picture.



NAME AND CONTACT INFO

- For your name and contact info, use a font that's bold and slightly larger than the font you use in the rest of your document.
- Use an email address that's straightforward and sounds professional. Avoid emails that include nicknames.
- Use your current mailing address.
- Use your current telephone number and make sure your voicemail sounds professional.



WHY YOU'RE THE BEST CANDIDATE FOR THIS POSITION

Career objectives aren't required, but they give you the opportunity to tailor your résumé to a specific job and company. This shows an employer you've thought about a specific position with their company and that you aren't just mailing your résumé out to every potential employer.



EDUCATION

- Use your college/university name, as well as its city and state. Don't include your high school name or graduation after your junior year in college.
- Degree earned and graduation date, including month and year. If you haven't graduated, include your expected degree and probable date of graduation.
- List academic minors, if applicable.

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EXPERIENCE

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ACTIVITIES, HONORS AND AWARDS

Extracurricular activities, community positions and professional/civic awards help raise your image with employers. List all of the awards and honors you've received along with the dates. For civic activities and memberships, list the responsibilities of your position.

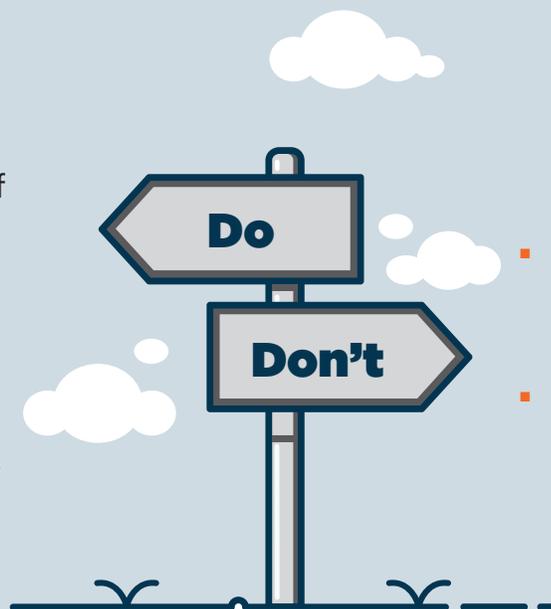


PROOFREAD AND EDIT

- Read your résumé aloud to catch any grammatical mistakes or typos.
- Have a few detail-oriented friends check your résumé. Ask them if they'd hire you. (They must be brutally honest and you have to accept that honesty.) If they wouldn't, ask them why and change your résumé accordingly.

PRINCIPLES TO REMEMBER

- Start with a short summary of who you are and why you're the right person for the job
- Emphasize accomplishments over responsibilities
- Create a new version of your resume for every opportunity



- Use clichés — explain what makes you a good candidate in concrete, specific words
- Cram text in or use a small font size – it must be readable

Interview Tips



PRACTICE AND PREPARE

- Practice your responses to the typical job interview questions and answers most employers ask.
- Think of examples you can use to highlight your skills. Providing evidence of your successes is a great way to promote your candidacy.
- Have a list of your own questions to ask the employer. Always be prepared to ask.



RESEARCH THE COMPANY

- Do your homework about the employer and the industry so you are ready for the interview question “What do you know about this company?”
- Relate what you have learned about the company when answering questions.
- The more research you conduct, the more you’ll understand the employer, and the better you’ll be able to answer interview questions as well as ask insightful questions.
- Start by reading the company’s social media pages and any news releases—the tone of the company’s content on these sites will speak volumes.



GET READY AHEAD OF TIME

- Remember to bring important items to the interview, extra copies of your resume and a list of references.
- Plan out a wardrobe that fits the organization and its culture, striving for the most professional appearance you can accomplish.



ARRIVE ON TIME, RELAXED AND PREPARED FOR THE INTERVIEW

- Be on time for the interview, on time means five to ten minutes early.
- Give yourself a few extra minutes to visit the restroom, check your outfit, and calm your nerves.



KEEP CALM

TRY TO STAY CALM

- Display confidence during the interview, but let the interviewer start the dialogue.
- Send a positive message with your body language.
- Shake hands firmly and maintain eye contact.
- Listen carefully. Welcome all questions, even the difficult ones, with a smile.
- Give honest direct answers.
- If you want the job, say so!
- Develop answers in your head before you respond. If you don’t understand a question, ask for it to be repeated or clarified.
- End the interview with a good impression.



FOLLOW-UP

- Always follow-up with a thank you note reiterating your interest in the position.
- Include any details you may have forgotten to mention during your interview.



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