



Top Ten Resume Tips

1. Put your email address, phone number and LinkedIn URL in one line. Be sure to proof read your information.
2. List abilities that could be an asset for the job for which you are applying. Make it specific to each job.
3. When listing your skills, be sure to use key words that specifically tie into the job and promote you as a promising candidate.
4. Include your full name in the file if you are uploading your resume to a job board or email.
5. Create a master list of your education, work history and skills so you always have something on file to review and update.
6. Keep it visually simple and appealing.
7. Use simple fonts such as Arial, Verdana or Times New Roman.
8. Use key words for the job description.
9. Describe what your role was at your old company.
10. Apply from a computer, not your mobile device.

Penn Medicine Lancaster General Health is a remarkable place to serve. One where we encourage all employees to Live Their Legacy through the passion of their work, a commitment to serve and a strong desire to be their best.

LIVE YOUR PASSION. LIVE YOUR BEST. LIVE YOUR COMMITMENT.

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