Use action verbs when writing about your work experiences (i.e. Achieved, Improved, Increased, Decreased, Managed, Created, Influenced, Negotiated, Launched, etc). Employers are looking for how you accomplished specific tasks, so include percentages if possible (i.e. Increased recruiting territory by 30% within 6 months of being hired).

Try to keep the resume to one page, but no more than two pages. You do not have to list references unless specifically requested.
If you do give references, those will be on a separate page in addition to your resume. "References available upon request" is no longer needed at the end of your resume.

Tailor your resume for each job position, Highlighting your transferable skills (Communications, Problem Solving, etc). Use key words from job descriptions relevant to professional experience.
When writing about your work experience, do not write about what you were hired to do, but rather: why you did what you did, who benefited and how they benefited, and what were the results.

Do not use an objective statement because employers want to know what you can do for them as opposed to what they can do for you. Instead, use a Summary of Qualifications. Your Summary of Qualifications should cover your greatest achievements, presenting you as a well-rounded candidate with multifaceted talents, skills, and abilities. Typically 4-5 sentences or bullet points.

Your name should be the largest font on the resume.

Never use "I" statements anywhere on the resume.

General
RESUME TIPS

Career Connections

Looks matter. Use quality paper and make the resume easy to read. 10-12 font (Ariel, Calibri, Verdana)

On first glance, many recruiters spend an average of 7 seconds on your resume. The focus is on: Your name, current employment and past employment (including dates), and education.

If you have graduated college within the past 4-5 years, list your education near the top of the resume before work experience.