

JOB SEARCH TIP SERIES

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STATE REP. DAN DEASY

RESUMES

TIPS FOR AN EFFECTIVE RESUME:

1. **Work with an Employment Center:** Receive one-on-one support from an experienced staff member who is familiar with writing resumes and willing to offer advice.
2. **Be Prepared:** Make a list of all experience, background and accomplishments before beginning your resume. It is important to look at this information before you begin to write your resume.
3. **Be Specific:** Be direct and to the point in identifying accomplishments; do not waste space with unneeded information. The length of a resume should be one or two pages.
4. **List Only Necessary Information:** Do not include personal information such as family status, date of birth, height/weight, and salary. Do not include interests unless they are related to the job for which you are applying.
5. **Avoid Making Excuses:** Do not include the reasons you are no longer working at each job listed on your resume. Phrases such as “company sold,” “boss was an idiot,” and “left to make more money” should not be on your resume. Be positive.

KEY TIPS:

- Be accurate and honest.
- Be consistent in writing formats and styles.
- One to two pages in length.
- Utilize bullets, lines, indents, bolds and italics.
- Check for errors; have someone else read your resume.
- Is it attention-getting? Most readers will only spend 20 seconds to scan your resume; the use of bullets and bold fonts make it easier for the reader to pick out important details.
- Use action verbs.
- Use a professional email.

DO NOT'S:

- Do not use “I,” “My,” or “Our” in your resume. Instead begin sentences with action verbs.
- Do not include personal information: race, gender, height, weight, age, etc.
- Do not mention salary information.
- Do not make your resume too long.
- Do not use abbreviations.
- Do not include a photograph of yourself.
- Do not include references on your resume, these should be on a separate page.
- Do not use an online template for your resume. Readers can notice this; be original.

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CONTENT OF RESUME:

- **Heading/Personal Information:**
 - Name, Address, Phone Number, Email
- **Objective (Optional; this information is also on the cover letter):**
 - The objective sets the tone for your resume, demonstrating professional direction, and indicates the type of work you are seeking. Avoid generic objectives.
- **Education:**
 - Education should be the first section listed on your resume if there is no objective. Include highest level of schooling, with all of the schools' information. If a college graduate, include the degree, any minor or concentrations, and graduation date. Include academic awards, honors and GPA.
- **Experience:**
 - List most recent experience first.
 - Include your title/position, company/organization name, location (city and state), timeframe worked, and description of responsibilities and skills learned. Avoid repetition as well as including irrelevant jobs; re-think jobs you have had that lasted less than six months.
 - Include internships, activities and volunteer positions; these can often provide the opportunity to highlight as much, or more, experience than paid work.
 - Experience can be broken down into different sections, such as: Relevant Experience, Additional Experience, Volunteer and Leadership Experience.
 - When describing experience, it is best to use bullet points and to start each bullet with a strong action verb.
- **Activities:**
 - List leadership and volunteer activities as if they were jobs, and include: organization name, position/role, location, timeframe and description. Avoid acronyms that employers might not understand. Start the activity descriptions with action verbs.
- **Key Skills:**
 - Include key skills, such as computer skills or foreign languages.
- **References:**
 - Select three to five people who will speak highly of you and who know you professionally. Ask these people for permission first before using them as a reference.
 - References should be listed on a separate page. So for this section put "Available upon request." On the references page the information for each reference should include: Complete name (using Mr., Mrs., Miss, Ms., or Dr.), job title, name of the organization, work address, phone number (ask if they prefer work or home) and email address.