



Formats

Chronological = Career Growth...

- No gaps in employment longer than six months
- Staying in the same or similar field

Functional = Changing Careers...

- Selects top 3+ skills and explains how you have used them across positions
- Used for little or no work experience in that field

Combination = Hybrid of Chronological & Functional...

- Used for gaps in employment longer than 6 months
- Utilized when switching careers

Font Size & Style

- Choose a font that is between 10 & 12 points
- The best resume font type to use are basic book fonts like:
 - Arial
 - Calibri
 - Times New Roman
 - Verdana
- You can make headers a little larger or bold
- Be consistent, do not overuse capitalization, bold, italics, underlines or other emphasizing features

What To Include

Identification

- Real name (not nickname)
- Physical address (optional)
- Telephone number
- Email address - use a professional email address
- LinkedIn profile (optional)

Education/Training

- Include degrees you have received in reverse chronological order
- Only include trainings/certifications if they are relevant

Experience

- Include the name of the company, position and dates of employment
- Use action verbs
- Use data (numbers) to highlight your successes

Optional

- Summary or objective
- Volunteer work/Hobbies
- Quantify when possible- Ask yourself how often, how many and how much you did for a particular task.

“
Your resume says a lot about you, it determines whether you will be called in for an interview or not.
- Author unknown
”

Cover Letter

A cover letter is a brief note that you submit along with your resume and other application materials. It gives you a chance to speak directly to how your skills and experience line up with the job you are applying for.

Cover letters should include the following:

- Opening paragraph
 - Why are you applying for this job
- Second paragraph
 - Why you would be a great hire for this job
 - Use data to back up your qualifications
- Closing/Conclusion
 - Last chance to let an employer know how you would be a great fit for the position
 - Thank them and provide your contact information



Whether you're writing your very first resume or updating your current one, proofreading your resume is an essential step for all job seekers at every professional level.



Tips for Resume Writing

1. Print/save/email the job vacancy.
2. Target each resume for the specific job posting.
3. Choose the appropriate resume format.
4. Don't use acronyms and spell out words.
5. Avoid fancy formatting.
6. Use common font.
7. Stick to standard section headings.
8. Attach files as instructed in job posting.
9. Always include dates of employment (month & year).
10. Meet the minimum qualifications and highlight the preferred qualifications.

Make sure your RESUME stands out!



NOTES

For a complete list of no-cost services, upcoming events, and our locations, visit our website.

