

Creating a Good Resume

Summary of Qualifications (Goal or Objective)

This is a statement of your goals for employment, typically listed at the top of the resume. Writing an objective is optional, but it will sell a potential employer on your skills and that show you are familiar with the job that you are applying for.

Education

If a job requires a certain level of education it is important to ensure that information is accurate and concise for the potential employer. Ensuring that information is accurate will make it easier for a potential employer to confirm that you meet the minimum requirements. Include any certifications, credits earned, or anticipated education. Most employers will ask for transcripts for verification of any education that is listed.

Employment History

Accurately list all information for each job; start with the most current or last job held, and work backwards to fill in the information. If there are gaps in employment, make sure to account for the time by explaining the gaps.

The following information is generally required for employment history:

- ◆ Name of employer and address
- ◆ Dates employed
- ◆ Job title
- ◆ Description of performed duties
- ◆ Description of accomplishments (How did you add value?)

Additional Information

- ◆ Include paid and non-paid experiences
- ◆ Use descriptive action verbs
- ◆ Include affiliations to professional memberships, offices held in clubs, awards, conferences, club or organizations, community involvement, and any other relevant information enhancing your qualifications and unique career experiences

References

Use a separate sheet of paper to list your references. Use same format as the resume to create the reference sheet. Include the reference name including their title, credentials, company they work for, phone number, and email address.

Tips & Tricks

- ◆ Ensure dates of employment are accurate; it is important not to skip this part
- ◆ A detailed job description is important to ensure that you are marketing yourself correctly
- ◆ Highlight your strengths
- ◆ Look for key words in the job description and use them in your resume
- ◆ Use action verbs
- ◆ Be brief, articulated, and concise
- ◆ Edit and rewrite sentences as needed, make sure there are no run-on sentences

How do I choose the right resume format?

- ◆ If you want to **stay** in the same field and have a steady work history, then **Chronological** is the right format for you.
- ◆ If you want to **change** your field or have gaps in your employment history, then **Functional** is the right format for you.
- ◆ If you are a student, recent graduate, re-entering the job market, older worker, or career changers, then a **Combination** is the right format for you.