



RESUME TIP SHEET

Your resume is your calling card...a short handout that promotes your work experience and accomplishments with the objective of securing an interview. Your *resume is generally your first opportunity to create a memorable and positive impression*. It must “pop” to survive the typical ten-second glance!

Resume Content

Employers are seeking the best-qualified candidate who will be a good “fit” for their organization and budget and produce results quickly. They screen job applications and resumes for specific experience and education. If you have been in the military or a specialized field, carefully consider your audience. If you include jargon and acronyms that the prospective employer may not recognize, you should translate those into “civilian” or “layman’s” terms. Most employers do not have the time and/or knowledge to do so. Typical sections of a resume include Contact Information, Summary, Work Experience, Education and Other Information. Write your resume so that it is easy to read and understand and tailored to the job you want.

- *Contact Information* should be at the top. Make it easy for an employer to contact you. Include mailing address, home phone number, your cell phone number, and e-mail address if applicable. You can also include your LinkedIn profile address, and Twitter address if you have them. If your resume exceeds one page, also insert your name and phone number at the top of the other pages. Do not include your social security number or birth date in your resume for security and other reasons.
- *Summary* contains a brief description of the title of the position(s) you are seeking and your relevant skills and experience. i.e. “Resourceful aircraft mechanic with 10 years experience in repair and maintenance of aircraft engines and systems ” This information helps the employer evaluate your background and potential.
- *Work Experience* is best received in reverse chronological order, starting with the current or most recent experience. Standard content for each employer is: name and physical location of the employer, the beginning and ending employment dates and your job title(s), job duties and accomplishments.
- *Education* should include the highest level of education attained and relevant professional licenses and certifications. Provide the name of the school, its location and your course work or degree.
- *Other Information* covers a wide range and should be tailored to the specific industry or position you are seeking. Possibilities include your knowledge and skill with software and your volunteer and community activity. Personal information like hobbies, family member names and religious affiliations are not encouraged. While you should anticipate providing references during an interview, there is no need in your resume to provide references or state that you have references. Save space for more relevant information.

Resume Appearance

We’ve all heard (and probably said) that a picture is worth a thousand words. That applies to your resume so format your resume for “eye” appeal. Start with white or cream colored letter-sized paper (8 ½ X 11) paper and black ink. Aim for a clean, crisp look with lots of white space. Separate sections by one or more blank lines. Use uppercase, italics, bolding and /or underscoring to add emphasis and separate sections. Use bullets, hyphens or arrows in front of listed items. To avoid a cluttered look, it is generally best to use no more than two font/type styles and no more than three different sizes of type/font. Note: If you are applying for a job in advertising, marketing, graphic design, etc., you may want to project your image in a different way. Proceed with caution so that approach does not back-fire.

Presentation and Distribution

Plan to distribute your resume via e-mail as an attachment, through an employer’s Web site, by mail and in-person. Ensure everything is spelled correctly, abbreviations are common (or defined), there are no grammatical errors and the format and style are consistent. Ask someone with hiring experience to review your resume and offer advice or suggestions. Send a test e-mail with resume to a friend or family member to ensure it opens easily and looks the way you want.

Resources

Your local Job Service office offers workshops on writing resumes and/or can assist you in polishing your resume. In addition, most libraries have one or more books and some Web sites contain tips. Here are some suggestions: <http://labor.idaho.gov>