



Resume Guide

#1- Use the ***name*** that was given to you at birth. Do not use your nickname. Make sure you have a reliable phone number. If you know your phone is about to be disconnected, find an alternative number to use, but most importantly have a professional voicemail. Please refrain from music and/or your children as your voicemail.

#2-This is your ***professional statement***, breaking down your professional skills for the job you are applying to. It's important that you change this selection if you are applying for different type of jobs. Customization is the key.

#3-The ***Summary of Qualifications***-is a statement that mirror the job posting. Your resume should highlight the words in the job description. This is a way for your resume to be identified in the HR Applicant system as a possible

valuable candidate based on the words in the job description.

#4-Professional Experience-This section is very important because it show your work history. You only need to go back 10 years. Include the following:

- Start with your most recent position first then go backward with your previous positions.
- Date of employment (month/year)
- Job Title
- Job description in a bullet format with short sentences. Refrain from being too wordy. Limit your bullets to at least 5 to 7 of your successes that highlights the work you are proud of.

#5-Accomplishments-This section highlights your success in that position. This section should come after each positions.

#6-Education-If you only have a high school or GED diploma, list the name, city and state. If you have attended any form of college or postsecondary education, you need to start with the most recent then move backward (graduate school, then undergrad) you only need to list the degree, name of school, city, and state. **DO**

NOT include the year you graduated. You don't want anyone to discriminate against you based on age.

#7-Certifications-List the names of each certificate that is relevant to the position you are applying to.

#8 & 9-Board Memberships/Professional Organizations-This the corporate or community boards you are members of or the professional organizations you are affiliated with.