

Tip Sheet - Resumes

Anyone can have a great looking resume!

By following these tips, you are well on your way to having a professional and effective resume. Remember there are many resources available to help you with creating this important document.

- **Attend the Resume Workshop:** Learn best practice in resume writing, get your questions answered, and begin your resume worksheet in a small group setting.
- **Use a Resume Writing Program:** There are many resume writing program options available. Vermont JobLink and Microsoft Word offer resume templates, different design, and content options.
- **Work with a Job Center Specialist:** Receive one on one support from one of our experienced staff. We are happy to help with your resume.
- **Be Prepared - Gathering Your Information:** Complete the resume worksheet before you get started. It is important to look at your background and experience to gather all the necessary information before writing your resume.

Overall Presentation

- **Use an eye pleasing font** (Times New Roman is the most popular and best received by employers)
- **Text size is important** – 12 pt. size is standard for general content. Headers/titles can be larger.
- **1 to 2 pages is standard length.** One for less than 10 years' experience, two for a seasoned professional.
- **Look at the big picture** - Information should be balanced on the page to be visually pleasing.
- **Utilize bullets, lines, indents, bold and italics** in a thoughtful way and in moderation to highlight key areas of information and separate content. Format throughout should be consistent.
- **Check for errors** - correct any spelling errors, text out of alignment, grammatical issues or other mistakes.
- **Have someone else review your resume** – Fresh eyes often see mistakes or can offer new ideas.
- **Use high quality resume paper** – It looks great – and is available **free** to those printing resumes at a Vermont Department of Labor Career Resource Center.

Contact Information

- **Highlight your name** – It makes it more memorable. 18 to 22 pt. font size is standard.
- **Think about your address** – If you are concerned about your address, consider a Post Office Box.
- **Share a reliable phone number.** The answering machine or voicemail should have a message that makes a good impression and does not cause any misunderstandings or confusion.
- **Utilize an appropriate email address.** Your email should look professional and not highlight personal habits or interests that cause a business concern.

Content

- **Highlight your accomplishments** – and lead those statements with action verbs.
- **Organize your content** - list your most recent experience and education first
- **Tailor your resume** to the job in which you are applying. Changing a few important details can make your resume point to a specific position and increase your chances for an interview.
- **Include relevant information** - Re-think jobs you have had that lasted under 6 months
- **Use Industry Language** – It is the language related to the job/industry/field you are applying for – using industry language shows you are up to speed on their type of work.
- **Certifications and Licenses** – put these on only if they are current and you have proof of them
- **Highlight your volunteer work** – it is a great way to get experience and show skills, especially when you are new to the job market.
- **Always appeal to the employer** – never refer to the personal advantages you would gain from the job. This is a common mistake in objective or goal statements.
- **Lead with the most important information** – for example – list your job title or the business first. Dates are important, but they are not the focus.

Important “Do Not’s”

- **Do not** use abbreviations
- **Do not** use “I” to refer to yourself. Instead, lead your statements with action verbs.
- **Do not** include personal information (age, height, weight or family status)
- **Do not** mention salary expectations or wage history
- **Do not** include a photograph of yourself unless you are applying to a European company, or a position such as modeling or acting where photographs are essential.
- **Do not** include references on your resume – these should be provided on a separate sheet of paper

Tip Sheet – Cover Letters

Everyone should have a Cover Letter that meets the Employer's expectations!

By following these tips, you are well on your way to having a professional and effective Cover Letter.

- Attend the Resume & Cover Letter Workshop: Learn to write an effective cover letter to compliment your resume and introduces you to that potential employer.
- Work with a Career Development Facilitator: We will provide you with individualized assistance in developing a Cover Letter, which most effectively reflects your skills, and supports your desire bottom line.

Overall Presentation

- Use an eye pleasing font - (Times New Roman is the most popular and best received by employers)
- Text size is important – 12 pt. size is standard for general content. Headers/titles can be larger.
- Look at the big picture - Information should be balanced on the page to be visually pleasing.
- Formatting - Should be consistent throughout, both the Cover Letter and Resume.
- Check for errors - Correct spelling, page alignment and grammatical errors.
- Review the Cover Letter – Does it effectively convey your skills and experiences to the employer.
- Quality counts –Using quality paper stock it tells the employer that you have chosen to go the extra mile.

Contact Information

- Correct- Be sure that yours' and the Employer's contact information is correct.
- Business Contact- If you know the person's name, address the letter to them, otherwise Dear Sir, Ms. or To Whom it May Concern: will also work.
- Voice Mail -The voicemail be appropriate and leaves a good impression on the potential employer.
- E-mail address. Should also be professional and leave the employer with a good impression

Content

- New Formatting: All information should be aligned on the left-hand side on page, no need to indent paragraphs.
- First Paragraph - Identify what documents are being submitted, what position, you are applying for and where you found the job listing.
- Second Paragraph- Identify your skills and compare them to those the skills required by the employer.
- Third Paragraph - Tie the letter all together in this paragraph and make a final sales pitch to the employer that you are the right person for this job.
- Use Industry Language – Use similar language as used in the job advertisement and language pertinent to the industry, when describing your skills. (Paragraph #2)

Resume Worksheet

Gathering Your Information

It is important to look at your background and experience to gather all the necessary information before writing your resume. By listing your experience, education, skills, abilities, etc., you can then select those items that are relevant to specific employers and build your resume.

This worksheet is designed to help you gather the materials to include in your basic resume.

Contact Information: Clear, well presented contact information sets the stage for a good resume. Including a phone number, address and appropriate looking email address creates a great first impression.

Name	
Address	
Phone Number	
Alternate or Cell	
Email Address	

Skills Acquired through non-employment activities *(Home, Hobbies, etc.)*

Responsibilities Example: Sewing and clothing alterations	
Hard Skills Example: Auto Repair	
Soft Skills Example: Customer Service	

Highlighting your Qualifications (Quantify and Qualify your summary of skills to create an effective summary for the beginning of your resume. It may be helpful to complete the employment section first to gather information for this section.)

Quantify your Experience	
List your Best Assets	
Highlight your Accomplishments	

Experience/Work History: List all paid **jobs, volunteer work, internships or freelance jobs**. Begin with your most recent employment and work back. Generally, it is good to go back 10 years in your work history.

Job Title	
Company Name	
Town, State	
Dates	
Duties/Skills/ Accomplishments:	

Job Title	
Company Name	
Town, State	
Dates	
Duties/Skills/ Accomplishments:	

Job Title	
Company Name	
Town, State	
Dates	
Duties/Skills/ Accomplishments:	

Education: Begin with your most recent education and work back. Listing details and significant coursework can help target your resume towards a specific job.

Course of Study/Degree/Major	
School Name/Type	
City, State	
Year of Graduation	
Significant Coursework, GPA, Awards	

Other Information: Associations/Professional Affiliations/Publications/Experiences/Certifications, etc.