

# Résumés



## An Important Tool

In today's job market, a résumé is an important tool for anyone looking for work. Everyone, from the new entrant into the workforce to the experienced professional, will benefit from a well-written résumé. Many employers request a résumé be sent as the first method of contact. Just as a job search is a sales campaign, your résumé is your sales brochure. More than a summary of your skills, experience, and education, it is an advertisement of your best qualifications. The number one goal of your resume is to secure an interview and help you stand out from the competition.

- It is a powerful marketing tool showcasing your qualifications for the job.
- It is a memorable presentation of your experience, skills, knowledge, and expertise in an easy-to-read format.
- An effective resume clearly answers the employer's question, "What can this job applicant do for me?"

Before writing your resume, take the time to organize your job search information, including education, employment, and references. Focus on your skills and accomplishments and look for ways to sell your qualifications. In addition, do your homework—study the job announcement, contact human resources, research the company web-site and find out industry information. A prospective employer does not just want to know where you worked, but also wants to know how you will add value to their organization.



UTAH DEPARTMENT OF WORKFORCE SERVICES

## Résumé Guidelines

Creating an effective resume is both a writing and design project. Generally, employers will spend ten seconds screening your resume. Their goal is to eliminate as many candidates as possible and concentrate on the best. Following are important guidelines for writing a cutting-edge, easy-to-read, employer-friendly resume:

### FORMAT

- 1-2 full pages
- Easy to read: Phrases vs. sentences, lists vs. paragraphs and priority order of most important information
- Good use of white space;  $\frac{3}{4}$ -1" margins
- 11-12 point for main body
- Arial or Times New Roman
- Conservative use of bullets, underline, bold, and italics
- No errors—"Hire" a proofreader!
- Use high quality bond paper

### CONTENT

- Generic resumes are NOT effective

- An average resume tells the employer what you did on the job. A great resume tells the employer how well you did it
- Use "action" verbs
- Quantify job duties—use #s, %s, \$ amounts, and state positive results
- Remove all personal pronouns . . . You, I, My, We, They
- Use accepted terminology . . . avoid jargon and abbreviations
- Include job title, company name, city, state and dates of employment
- Do not include supervisor's name, company mailing address, salary, or references
- Omit "References Available Upon Request"
- If you want the job, do your homework and tailor your resume to meet the employer's expectations
- Follow the employer's application instructions to the letter!

## Résumé Layout

Although the information is unique and specific to each job seeker, a resume has five basic sections:

**PERSONAL CONTACT INFORMATION**—your name, complete mailing address, telephone number(s), and appropriate e-mail address are proper personal information to include. You may also include a LinkedIn address. In addition, make sure your voice mail and answering machine messages are appropriate.

**CAREER SUMMARY**—A career summary is clear, concise statement of your experience tailored to the job you are seeking. Emphasize what you bring to the employer, rather than what you want from the employer, which is the reason “Objective” statements are outdated in today’s job market. A career summary includes 2-3 key phrases tailored to the specific job position.

**SKILLS SUMMARY**— List your skills that most relate to the job target. Use columns to highlight 9-15 skills in an easy-to-read format. Be sure to list your skills in a priority order—most important skills first!

**EXPERIENCE**—Generally, use reverse chronological order, listing last job first, going back ten years, unless job experience previous to ten years is directly related to the specific job position requirements. List your experience using job title, company name, city, state and dates. List dates year to year. Use concise accomplishment statements that can be quantified and show positive results. Use action verbs to begin each accomplishment statement.

Experience can include full and part-time employment, paid and unpaid internships, volunteer work, and temporary positions.

**EDUCATION & TRAINING**—Education follows experience, unless you are a recent graduate or you want emphasize education over experience. List most recent education or training first. Include your degree (A.S., B. S., B.A.), major, institution and courses taken, if applicable. List any military or specialized training when appropriate. Certifications or licenses may also be added to this section. Education can include in-service classes, workshops and seminars, and on-the-job training. It is okay to leave dates off of your education if they date you. There is no need to include high school if you listed post-high school training or if it has been more than five years since completion. If you have a GED, list yourself as a high school graduate.

**ADDITIONAL SECTIONS**—Based on individual circumstances and what is important to the job position, add, delete or change sections in order to market your qualifications most effectively. Examples include: Licenses & Certifications, Affiliations, Volunteer & Community Involvement, Honors, Recognitions & Awards, Professional Development, Value to an Organization and a quote from a Professional or Personal Reference letter.

**REFERENCES**—Do not list references or state “References available upon request” on your resume. References should be listed on a separate sheet that includes your contact information. Always contact references before including them on your reference sheet.

## Résumé Extras

**COVER LETTER**—The cover letter is an introduction to your resume and an additional opportunity to showcase your skills to an employer. Always include a cover letter when submitting a resume and personalize the greeting whenever possible. A cover letter answers the employer’s question, “What can this applicant do for me?” Include 4-5 skills from the job description and briefly describe how your qualifications match the employer’s needs.

**EMAILING RESUMES**—There are several options for emailing your resume. The common format in which to save a resume for emailing is .doc and .pdf is the most permanent way to save a resume. Regardless of the form you choose to save your resume, be sure to email the resume to yourself first, to make sure the format stays intact.

**ONLINE RESUMES**—LinkedIn, emurse, Visual CV, weebly, are some of the more popular sites for developing and featuring an on-line resume. Typically, employers will provide instructions and specific guidelines for submitting online resumes. Be careful to protect personal information like address, phone number, etc., when posting and sending online resumes on job search web sites like Monster.com and Yahoo.com on the World Wide Web.

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