

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:** We have three options in our Career Resource Centers. WinWay Resume, VT JobLink and Microsoft Word all 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