

WRITE YOUR GOOD RESUME JOB AID

Tips and Tricks for Formatting

1. Avoid spelling or grammatical errors.
2. Keep it to one page.
3. Do not use “I”, “Me”, or “My”.
4. Create your resume in Word.
5. Use Arial or Calibri font at 10pt to 12pt font size.
6. Name your resume as FirstName_LastName_Resume.docx.
7. Save your Resume as a PDF to send to recruiters.
8. IMPORTANT: Save as a Word document to be able to edit.

Best Practices

1. Review the job posting and tailor your resume to the job you are applying for.
2. Research the industry to find out more.
3. List important achievements instead of job duties in a clear and concise manner.
4. Do not list everything you’ve done. Keep it relevant to the job you are applying for.
5. Offer only the specific qualifications you have, to best perform the job advertised.
6. Use a customized resume for every job title.
7. The resume is the wrong place to advertise that you were laid off, fired, or had an extended illness.
8. IMPORTANT: If you are not getting calls, your resume is OFF.

Explain Gaps

1. Use dates strategically – if you worked for a company for over a year, you can list the dates like this: “2015-2017” and leave off the months.
2. Include other experience gained during the gap. Did you attend classes or volunteer?
3. Did you retire and are now coming back into workforce? Address your retirement in the resume.
4. Plenty of job seekers have left work for family reasons such as caring for children or an ill relative. Be sure to list it if it can help to address a gap in employment history.

<p>CONTACT INFORMATION</p>	<p>YOUR NAME Telephone number E-Mail address Link to LinkedIn Profile Include City of Address if Phone Number is Out of San Antonio Area</p>	<ul style="list-style-type: none"> Name Telephone # Professional Email
<p>PROFESSIONAL SUMMARY</p>	<p>PROFESSIONAL SUMMARY – This is a brief list or a few sentences at the top of your resume that highlights your qualifications for the job you are applying for.</p>	<ul style="list-style-type: none"> Quick overview of professional skills and accomplishments.
<p>RELATED SKILLS</p>	<p>TECHNICAL OR CAREER-RELATED SKILLS (don't use both words, just use one or the other; target this section to the occupation and/or industry you are applying for)</p> <ul style="list-style-type: none"> Sell your skills Number of years of experience Characteristics and background Software knowledge and/or expertise in occupation you are applying for <p>AFFILIATIONS / ORGANIZATIONS / VOLUNTEERISM Name of Organization Dates Involved City, State</p> <ul style="list-style-type: none"> Brief explanation of duties or organizational goal) 	<ul style="list-style-type: none"> List technical skills. List computer skills, languages and certifications.
<p>EMPLOYMENT HISTORY</p>	<p>WORK EXPERIENCE (List your jobs in reverse chronological order – most recent first)</p> <p>Company Dates Employed City, State</p> <p>Job Title</p> <ul style="list-style-type: none"> Responsibilities Begin each bullet point with an action verb. List most impressive facts/duties first, that are relevant to the job you are applying for, do not list everything. Never use “I” or “me” on a resume. Emphasize the results. Responsibilities - Use dollars, percentages, timeframes, first-ever, uniqueness. <p>Company Dates Employed City, State</p> <p>Job Title</p> <ul style="list-style-type: none"> Responsibilities <p>Company Dates Employed City, State</p> <p>Job Title</p> <p>Responsibilities</p>	<ul style="list-style-type: none"> List most recent jobs first. Avoid I, Me or My. Use past tense for things in did in the past: managed, delivered, organized. Use present tense for things you are still doing: manage, deliver, organize. Do not use acronyms. Explain gaps.
<p>EDUCATION HISTORY</p>	<p>EDUCATION</p> <p>Postsecondary Education City, State</p> <p>Program enrolled in or degree received Dates attended or Anticipated Graduation date (leave off date if over 5 years old)</p> <p>High School City, State</p> <p>Dates attended or Anticipated Graduation date (leave off date if over 5 years old)</p>	<ul style="list-style-type: none"> List most recent education first. List date finished or anticipated finish date.