

What goes into a resume?

~Always Include~

- Name and contact information: address, phone, email, and website(if relevant to the desired job).
- Objective: the job sought.
- Education
- Work Experience: give a “snap shot” of major responsibilities to convey a sense of you as an employee, rather than a list of specific tasks.
- Skills , licenses, and certifications relevant to the job sought.

~Additional Categories~

- Summary of Qualifications
- Military Service
- Volunteer Work: can go in a separate category or under work experience.
- Accomplishments
- Publications
- Activities
- Awards
- Other pertinent Information

~Key Points~

- Target the resume to the desired job
 - name the desired job in the objective
 - choose information relative to the desired job for the ‘skills’ or ‘summary of qualifications’ section
 - Under work history, state any accomplishments and responsibilities relative to the desired position.
- Make the resume 100% error free.
- Resume should be one to two pages in length; include name on page 2. Don’t limit the resume to one page if it means leaving pertinent information out.