



## Formats

### Core = Changing Careers...

- Includes all of your previous work experience, education, certifications, special skills, awards, and recognitions
- Used as a reference only and should not be sent to employers

### Chronological = Career Growth...

- No gaps in employment longer than six months
- Staying in the same or similar field

### Combination = Hybrid of Chronological & Functional...

- Used for gaps in employment longer than 6 months
- Utilized when switching careers

## Font Size & Style

- Choose a font that is between 10 & 12 points
- The best resume font type to use are basic book fonts like:  
    **Arial**  
    **Calibri**
- Left/Center justification (for the most part)
- You can make headers a little larger or bold
- Be consistent, do not overuse capitalization, bold, italics, underlines or other emphasizing features

## What To Include

### Identification

- Real name (not nickname)
- Telephone number
- Email address - use a professional email address
- LinkedIn profile (optional)
- Professional summary

### Experience

- Include the name of the company, position and dates of employment
- Use action verbs
- Use data (numbers) to highlight your successes- Ask yourself how often, how many, and how much you did for a particular task.

## Cover Letter

A cover letter is a brief note that you submit along with your resume and other application materials. It gives you a chance to speak directly to how your skills and experience line up with the job you are applying for.

Cover letters should include the following:

- Opening paragraph
  - Why are you applying for this job
- Second paragraph
  - Why you would be a great hire for this job
  - Use data to back up your qualifications
- Closing/Conclusion
  - Last chance to let an employer know how you would be a great fit for the position
  - Thank them and provide your contact information

## Remember to Target the Specific Job!



Your resume says a lot about you, it determines whether you will be called in for an interview or not.

- Author unknown



Whether you're writing your very first resume or updating your current one, proofreading your resume is an essential step for all job seekers at every professional level.

