

RÉSUMÉS





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



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.

Remember to Target the Specific Job!

Your resume says a lot about you, it determines whether you will be called in for an interview

- Author unknown

or not.

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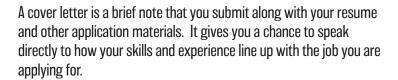
Font Size & Style ~

- 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

Cover Letter



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



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.







CONTACT US 303.636.1160 www.adworks.org

Tips for Resume Writing

Print/save/email the job vacancy.

Target each resume for the specific job posting. 2. **Make sure your RESUME stands out!** Choose the appropriate resume format. If you use acronyms, spell out what they mean. Avoid fancy formatting. Use common font. Stick to standard section headings. Attach files as instructed in job posting (.doc/.pdf). 8. Always include dates of employment (month & year). 10. Meet the minimum qualifications and highlight the preferred qualifications. For a complete list of no-cost services, upcoming **NOTES** events, and our locations, visit our website.