

How to Create a Basic Resume

If at all possible keep your resume to 1 page employers spend 15 seconds reviewing and absolutely no more than 2 pages.

Name (Bold and make larger)

Address

Phone #

Email address

Summary (optional)

A Professional Summary in a Resume exists to attract the attention of employers. It gives a brief summary of your experience and skill, with emphasis on what the employer might want to see first.

Skills

Only if they are specialized and pertinent to the job for which you are applying – do not list subjective skills ie. detailed oriented, excellent communicator, etc.

Work History

Beginning with your most current position and going back 7-10 years; make sure you use action words that clearly illustrate your job duties; use bullet format with not more than 6 bullets and no less than 3.

Education

Should be listed at the bottom unless, you have a degree and limited work experiences then list your degree at the top. If you have some college write what degree you are or were pursuing and how many completed credit hours you have obtained as well as school the information including city and state. Only list your GPA if it is a 3.0 or higher

Certifications/Specialized Training

Only list specialized training that is relevant to the job you are trying to obtain

Resume Assistance Websites:

Use the following websites to assist in writing your resume to get the most out of its.

In the “Skills” section use Job Scan (<https://www.jobscan.co/>). Job Scan will help you boost your interview chances. It helps you optimize your resume keywords against the job description you’re applying for. Remember your resume should be tailored toward each job you are applying for. That does not mean you cannot have a generic one.

In the “History” section use O*Net Online (<http://online.onetcenter.org/>) O*Net Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more.

Food for thought try not to use “Responsible” over and over. There are many other descriptive words to use that will let someone know you were in charge or managed something.

Descriptive Words List of Adjectives for Resumes – Self-Descriptive
<http://descriptivewords.org/descriptive-words-list-of-adjectives-for-resumes-self-descriptive/>