



Gail Borden

Public Library
District

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www.gailborden.info

information

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Résumé Writing

What should I include?

- 1. Name.**
- 2. Contact information.** Address, one phone number (cell or home), and email address.
- 3. Work history.** Start with your most recent place of employment. Be sure to include volunteer positions.
- 4. Skills.** Be specific. List technical skills as well as soft skills.
- 5. Education.** If less than fifteen years ago, include the date.
- 6. Certifications earned.** Include the date.
- 7. Awards received.** Bring awards or commendations letters with you to an interview in a portfolio.

Tips

- 1. Target your resume.** Grab the reader's attention with words that match keywords in the job description. Show that you have what the job listing is asking for.
- 2. Pick a style.** Choose chronological, functional, or a combination – whichever highlights your experience and skills best.
- 3. Use a professional design.** An appealing design will help highlight the most important parts of your resume, such as skills and experience. Pick a common font and use it on your cover letter, resume, and business cards.
- 4. Qualify and quantify to show off your skills.** Employers want to know the results you have produced. Think about achievements, not responsibilities: "Answered phones" vs. "Managed multiple line phone system receiving over 200 incoming calls per day." "Typing skills" vs. "60 wpm."
- 5. Don't list everything.** You don't need to list every job you've ever had. Include information from the last 10-15 years. Similarly, you don't need to include the years or your schooling if it was over 15 years ago.

<http://www.dailywritingtips.com/resume-writing-tips/>

<http://www.bestresumewriting.com/writing-a-good-resume.html>

<http://www.free-resume-tips.com/10tips.html>

Be Electronic Friendly

Many positions require your application and resume to be submitted online. To prepare your resume for copying and pasting into an online form, first convert it to plain text. You can do this by first copying and pasting your resume into the Notepad program. This will remove all formatting, which will ensure whomever receives your resume will see it just as you do. Once you have pasted your resume into Notepad it may require some cleanup. Keep every line left justified, put headings in all capital letters, and use spaces between sections.

Resume Software

Not sure how to start? The Gail Borden Public Library has two PCs loaded with WinWay Resume software. This program will walk you through the resume process step by step using a series of questions.