Employment Resources:
Resume Writing

Tips & Tricks:

- There is no standard resume. Find an example that suits your needs, modify it, or build your own.

- The one page rule is not set in stone, but less is more! Try to keep it to one or two pages.

- Plain white paper is fine. If you want to use heavier resume paper, don't use any bizarre colors.

- For your fonts, use size 10-14. Stick to Times New Roman or Arial. These are easily read and universal to most computer software

    As an example on this flyer:
    "Tips & Tricks" and "Bonus Tips" is Times New Roman;
    "Do NOT do these" and "Example Action Words" are Arial

- Use a variety of action words (see examples on back).

- Use common words, skills, and experiences from job descriptions you are looking at in your resume.

- An objective statement is not necessary, but a headline statement may be appropriate. A headline statement should briefly highlight your key skills or accomplishments.

- If you are using an objective statement or headline, personalize it to each job.

- Prioritize each resume. For example, if one job is more customer service oriented, move those skills to the top of your skill set. If another one is more computer focused, lead with your tech skills.

- Highlight your strengths first. If your selling point is your fantastic education, but you don't have a lot of experience yet, then put your education at the forefront. If you feel your experience far outweighs your education, then put your job experiences front and center.

- "References available upon request" is acceptable at the end of the resume, but actually list the references on a separate document. You should bring copies of this to your interview along with your resume.

- Proofread, proofread, proofread! Then have someone else proofread. Grammar, spelling, and punctuation are very important. Walk away from it for a while and come back with fresh eyes.

Bonus Tips

- Cover letters should be short – one page if possible – and explain why you would be good for a certain position.

- Carry a resume with you when applying for a job. Definitely have extra copies during any interviews.

- "Thank You" notes after an interview are encouraged, either by email or a short note.

Do NOT do these:

– If you have any college experience, you do not need to include your high school information.

– Do not use lengthy paragraphs.

– Do not use more than 2 pages if absolutely possible.

– Do not turn in a handwritten resume.

– Do not include your hobbies or personal interests unless they are specifically related to the job you are applying for.

– Do not include a self-photo.

– Do not overuse the same words – even the action words!

– Avoid using "I" statements.

Example Action Words:

Accomplished	Developed	Implemented	Monitored	Regulated
Achieved	Distributed	Initiated	Operated	Resolved
Analyzed	Established	Instructed	Organized	Revamped
Assembled	Evaluated	Introduced	Oversaw	Scheduled
Budgeted	Formulated	Launched	Planned	Supervised
Coordinated	Founded	Led	Presented	Trained
Designed	Generated	Managed	Published	Upgraded
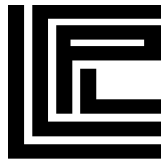
Lake County Public Library
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