



Resumes

Your resume is an essential part of your job search toolkit. You will need one for whatever kind of job you are looking for. If it is done right, your resume will move you to a job interview and potential employment.

A Four-Step Process

- Look at resume samples available at your local Minnesota WorkForce Center
- Establish clear objectives for your job search
- Inventory your skills, jobs and competencies
- List all of your jobs in reverse chronological order

Select a Resume Format

- *Chronological* – This format highlights recent employment and not jobs held years ago
- *Functional* – This format highlights skills, experience and accomplishments
- *Combination* – The best of chronological and functional resume formats fused together
- *Targeted* – This approach targets the resume to specific needs of a specific job
- *Key word* – Industry jargon and key words will help you stand out in applicant tracking systems

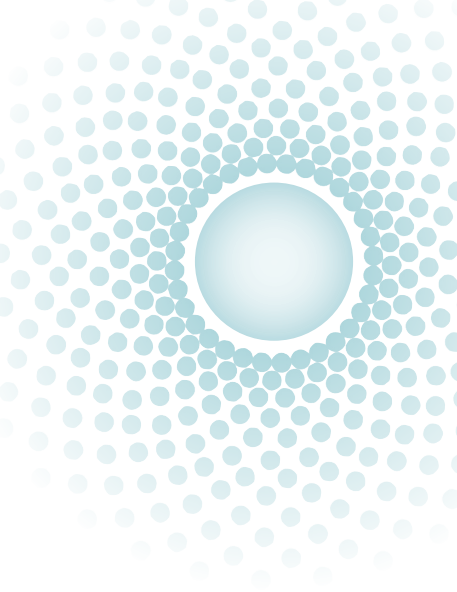
Write Your Resume

- *Select a font* – Arial, Tahoma and Calibri are readable for online applications
- *Prepare an objective and summary statement* – Limits your resume to jobs that match your goal
- *Qualifications or achievements* – They don't have to be career-related if it fits the job description
- *Employment history* – Use your last three or four jobs
- *Education* – List this first if you're a student and last if your experience comes from employment

Rules of Basic Resume Writing

When writing resumes, there are a few things to keep in mind and a few things to avoid.

- Limit your resume to one to two pages
- Focus your resume to specific occupational goals
- Prepare multiple, readable resumes
- Be positive and honest
- Target your resume and make it scannable
- Use quality paper for printing
- Get access to a computer



Making the Most of Your Resume

Send your resume to a person by name and title. If you're asked to send your resume to Human Resources, send your resume to the individual in charge of the department in which you want to work, as well. Most of the time, Human Resources screens candidates, and the department manager has the final say.

Follow up with a phone call – and be sure to ask for an interview.



Resume Checklist

Appearance	
	Check for correct punctuation, spelling and grammar.
	Check for visual balance of white space and text and consistent font and style.
	State the type of job you are looking for in the top third of the page.
	Is the content persuasive?
	Is your resume attention-getting?
Contact Information	
	Include your first and last name.
	Include a professional email address and social media links.
	Include a phone number with voicemail.
Content	
	Use content that is easy to understand.
	Name the job or occupation you are seeking in the first few words of the objective.
	List skills that match the job requirements.
Job History	
	If your job experience is listed in chronological order, limit list to the last 10-15 years of jobs.
	Include city and state for each company or employer.
	Include start and end dates for each job held. List the month and year or just the year.
	Work statements include action verbs, tasks and accomplishments.
Education and Training	
	List school name(s) with city and state.
	List certificate(s), credential(s) or degree(s) awarded or currently working on.
	Include GPA if 3.5 or higher and within five years of graduation.

For more job search guidance, visit your local WorkForce Center.

888-Get-JOBS
(888-438-5627) or visit
mn.gov/deed/job-seekers/job-guide



mn EMPLOYMENT AND ECONOMIC DEVELOPMENT

Our WorkForce Centers are a proud partner of the American Job Center Network.

Upon request, this information can be made available in alternative formats.

Minnesota's WorkForce Centers are equal opportunity employers and service providers.