

Resume Formatting, Writing, and Polishing Tips

- Types of resumes: Skills and Chronological

A Skills Resume allows the job seeker to highlight (in order of importance to the potential employer) his/her skills and accomplishments. Skills/accomplishments are listed or bullet-pointed, sometimes under headings, such as “Distribution and Warehouse Experience.” After skills, the resume lists, in reverse chronological order (most recent first), the names of prior employers with addresses, the title of the position the job seeker held, and the dates of employment.

A Chronological Resume lists the employer information mentioned above, with the details of the work the job seeker did for that employer (skills used and accomplishments obtained) bullet-pointed underneath the employer information.

- Always review the job description. If you meet the qualifications and they are not reflected on your resume, **revise your resume to fit the job description.**
- Resumes must be **typed** and be **free of all typographical and spelling errors.** **Current contact information** (most importantly a phone number and email address) must be provided. **Information must be up-to-date**, with all timeframes accounted for. For example, if the job seeker was caring for young children for several years and not working, the resume should indicate this with a simple sentence to that effect.
- All **information** provided in a resume must be **accurate, true and verifiable.**
- **Education, training, licenses, certificates** should be detailed in a separate section. While not required, attached copies of any relevant licenses or certificates (e.g. a Silver National Career Readiness Certificate) would be helpful.
- A **list of references** should be available on a separate sheet of paper (not on the resume) or included upon request. It is highly preferable that these are professional references (such as prior direct supervisors), although personal references may suffice in lieu of any professional ones. Current contact information for each person listed as a reference should be provided. As a matter of courtesy, the job seeker should ask the permission of each reference before including that person's name and contact information.