

RESUME TIPS



A resume is a one or two-page summary of your education, skills, accomplishments and experience. Your resume's sole purpose is to get you an interview. It is your first shot at selling yourself to a potential employer.

To prepare an effective resume, you need to present your experience, skills, qualifications and achievements and relate them to the job you are applying for. Present only the skills, knowledge and abilities that demonstrate your ability to perform the job.

Other tips to remember:

- Make your resume short — one page, if possible, two pages at most.
- Use lots of white space for easy reading.
- Use neutral colored quality paper — ivory or gray.
- Create your own resume targeted to each job you apply for.
- Use conservative fonts like Times New Roman or Arial.
- Be consistent with bolding, underlining and other typographical techniques.
- Give it a neat and clean appearance — no staples, coffee stains or crumples.
- Use action verbs to describe job duties for both current and past jobs.
- Quantify if possible. Show numbers and percentages when appropriate. Example: "Contacted 20 customers per day" or "Sold \$50,000 worth of merchandise per month."
- State if accomplishments produced tangible results for the company.
- Avoid paragraphs; use bulleted statements to present information.
- Proofread it for grammar, punctuation and spelling errors.
- Ask someone to proofread your resume for errors.
- Avoid including salaries or the reason for leaving the last job.
- Ask yourself "Would I interview this person?" based on your resume.
- Keep your resume current.
- If requested, place your references and salary history on a separate page, not on the resume itself.
- Complete your resume with a tailored cover letter.

Access job listings 24 hours a day, seven days a week on the Idaho Department of Labor's job search website:
idahoworks.gov

Other helpful links:
Idaho state government jobs
statecareers.idaho.gov

U.S. government jobs
usajobs.gov

Find local offices and start your job search
labor.idaho.gov