

Resume

A resume is the first step in applying for a job. Not only does it explain how your experience is relevant to the job, but it shows the employer that you can communicate professionally and concisely. Remember, you can and should tweak a resume to fit the job for which you are applying to highlight relevant experiences and attributes.

Format

- Name and contact information
- Summary statement / personal statement
- Work experience
- Education
- Skills

Name and contact information

At the top of the page should be your name and contact information. It is very important to include your email and phone number in this section, but you do not need to include your full home address. You may include your city and state although it is not required. You may also want to include your LinkedIn or relevant professional accounts.

Summary Statement / Personal Statement

Often people will include a summary statement or personal statement consisting of a sentence or two that highlights your most valuable skills and experience. Think of it as a statement to the employer about why you are qualified for the position, and why they should continue reading your resume. If you don't have a lengthy employment history, for example, if you are a new graduate, you may want to use a resume objective instead. This would be a sentence describing your career goals.

Summary example: Clinical mental health counselor with five years of experience treating children with dissociative disorder in an in-patient care setting.

Objective example: Highly motivated graduate of a nutrition and functional medicine master's program seeking work experience with pregnant and nursing mothers.

Work Experience

This next section should highlight your work experience. You can do this by listing the position titles, organization name and location, and the dates you held the position. These should be listed in reverse chronological order beginning with the most recent. Remember to keep the verb tense in the past for previous positions and in the present tense for your current position. Each job listed should be followed by a few bullet points that describe the job responsibilities and your accomplishments. Try to cite measurable achievements. If you have very little or no employment history, you can use internships or volunteer experience.

Important: Many companies and organizations are using automated systems to scan resumes for keywords and terms to see if your qualifications match the job description. Look at the job posting, find keywords and see if you can use them in your resume.

Education

The education section of your resume is to highlight your educational achievements in chronological order starting with the most recent. If you have a bachelor's degree, there is no need to list your high school. If you are currently a student, list the institution and the date that you began the program. You can also list special licenses or certifications in this section. Also mention accolades such as honors, awards, Dean's list and scholarships. If you don't have much in the way of employment history, you can highlight coursework that you have taken that is relevant to the job.

Skills

List any skills you want to emphasize. Skills can include things like computer programs, language proficiency or leadership experience. It is also recommended that you divulge what level of proficiency you have in these skills such as basic, intermediate, proficient or expert.