

Résumé Tips

A résumé is a one- or two-page summary of your education, skills, accomplishments and experience. Your résumé'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 résumé, you not only need to present your experience, skills, qualifications and achievements but also **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 résumé short – one page, if possible, two pages at most.
- Use lots of white space for ease of reading.
- Use neutral colored quality paper – ivory or gray.
- Create your own résumé 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 in the past tense to describe your job duties in past jobs and use action verbs in the present tense when describing your current job.
- 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 résumé for errors.
- Avoid salaries or the reason for leaving the last job.
- Ask yourself "Would I interview this person?" based on your résumé.
- Keep your résumé current.
- If requested, place your references and salary history on a separate page, not on the résumé itself.
- Complete your résumé with a tailored cover letter.

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