How to write a resume

A great resume consists of:

- Being 100% honest about the information you put on the resume
- Use positive words
- Be brief and concise
- Tailor your resume to the specific position
- Highlight your strengths
- Proof read your resume
- Have a friend/relative edit resume
- Limit resume to 1-2 pages

What is the right format?

- Keep resume brief and organized
- Keep font to 10 or 12 point, use Arial, Calibri, or Times New Roman
- Use active verbs to describe information
- Use one of these three formats: Chronological, Functional, and combination

What are the types of resumes?

Chronological

- This is the most common of the three types
- It lists your work history with the most recent position and company first
- Jobs are listed in reverse with the most current or recent job first

Functional

- This type is used for people changing careers
- Focuses on your skills and experience
- Highlight strengths more effectively

Combination

- Represents a combination of both the Chronological and Functional resume
- This format states relevant qualifications up front, as well as the employment timeline

Tips:

Free Templates are available from a variety of sources; use Google to research resume templates.

Microsoft Word - Templates are located inside the Microsoft "Word" software. Follow the information below to access templates located in Word 2010.

- Click on File within the ribbon
- Click on **New** located half way down the page
- In the *search button*- type resumes
- Choose a resume template