



## How to Write a Resume

Everyone needs a resume to get a job but the key is to get the right information on it. Take time with your resume up front and it will be easier to manage going forward.

MYTH: A resume has to be one page or less.

FALSE: A resume should reflect your experience and if it takes more than one page to describe your experience, that's fine.

MYTH: You should submit your resume as a PDF so people can't "change it".

FALSE: No one wants to change your resume. Most applicant tracking systems import Microsoft Word documents just fine but PDFs do not go in nicely. You will get passed over for positions if you are not in the system!

MYTH: You should put your resume in a table format.

FALSE: Tables are very difficult for software programs to read and you want to make everything easy.

### Standard Resume Format

It is important to remember what the audience looks like for your resume. This is a person who is very busy and is having to take time to read upwards of 250 resumes answering a job posting or ad. To that end, keep everything standard. This is not the time to get cute!

Font: Calibri is recommended. Other san-serif fonts are acceptable.

Your contact information should be at the top of the document. Use the name you wish to be called as you don't want to start an interaction correcting the person on how to address you. Make sure your email address is something you can and should share. [teddybear14@aol.com](mailto:teddybear14@aol.com) doesn't give a strong professional feel so if you need to, set up a new email address for your job searching process. Also, listen to your voice mail message. If it doesn't sound professional, re-record it.

Your contact information should include:

First and Last Name

Address

City, State, Zip

Phone

Email

Typically your education is immediately below your contact information. Do not list graduation years as many HR teams will discard your resume if they can easily tell your age.



Next comes the work experience. But wait? Haven't we always heard we should have an objective? Many people do want to put an objective, but after interviewing HR and hiring managers, we have found it is used to eliminate people vs. help them. An objective is hard to write and often sounds generic so it is better to move on to your experience.

In the work experience, the reader wants to know:

- Where did you work
- What did you do
- What were your contributions
- How long were you there

An easy formatting is:

Company Name	January 2014 – Present
Job Title	
	<ul style="list-style-type: none"><li>• I did the following which produced the following result</li><li>• I did the following which produced the following result</li><li>• I did the following which produced the following result</li></ul>

The importance here is to understand “I did the following” and what result was produced. Every position has a reason for doing what you do so it is vital to show you understood how your job fit in the big picture. If you have numerical results, definitely include those.

A statement of, “cashier at McDonalds” is very different than, “Front line cashier providing customer service to patrons and improving repeat business.” Same job – different description.

Each job you have held should be listed. If you are two – four jobs out of high school, leave off high school employment **unless it is relevant to the job you want**. Do not list more than 5 bullets per job. Overloading the person with information will make them tune you out. Leave them wanting more!

Close your resume with volunteer experience. This is a separate section and can just be a list of activities / organizations.

Finally, save your resume with your name as the title of the document. Calling it, “resume” or “resume 2016” doesn't help the person receiving it when they go to file it.

Need more help? Contact Ohio Means Jobs at [medinacountyworks.com](http://medinacountyworks.com).