

# WORKFORCE 1

## RESUME REMINDERS AND REVIEW

- Limit resume to one typed page unless extensive experience is required for the job.
- Be as concise as possible in stating information in each section of the resume.
- Avoid fonts smaller than 10 point and larger than 12 point. Use standard fonts such as Arial, Times New Roman.
- Use 8 1/2" x 11" 20 lb paper. Print your resume with a laser or high quality ink-jet printer for in person interviews.
- The companies that recruit through the Workforce 1 Career Center expect references for all job candidates. Be prepared to bring a list of these to an interview.
- Include professional contact information, for example:

John Doe  
123 Fourth Street  
Anytown, NY, 00001  
Tel. 212-867-5309  
Cell.646-555-5555  
[email@email.com](mailto:email@email.com)

Customize your resume for each job application:

- Most hiring managers perform an electronic key word scan or search of resumes to find a job candidate.
- Using the job description and/or position vacancy announcement, look at duties, position requirements and preferences, desired traits, knowledge/skills/abilities and be sure to find a way to include these on your resume.

Education:

- Always include the highest education level achieved.
- Educational dates may or may not be included.
- Generally, if you are a recent graduate the date should be included.
- Generally, if you graduated more than five years ago the date may be omitted from your resume.
- GPA should be included for recent graduates within five years.
- If your major GPA is better than overall GPA, you may elect to show that.
- Include certificates and licenses relevant to the job.
- Consider including credits earned and anticipated graduation date if applicable.

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## Skills:

- A skills section can be added to your resume especially if the job you are seeking requires specialized or specific proficiencies, for example computer skills or foreign language skills.
- Be specific in describing skills, for example: name computer programs you know, how long you studied a foreign language.