



## Resume Content

### Name Block

Use your full first name. Avoid using nicknames that are "cutesy" or "pet names." If you have a preference to be called by a shortened version of your full name, then it is acceptable to put this name in parentheses or quotes (e.g., Elizabeth and prefer to be called "Betty"). Your address should not contain abbreviations. Make sure your phone number includes the area code. Also, provide a phone number where you can be reached at all times, either by an answering machine, or an alternate message number. Do not put your name and address on one line for a scannable resume as the computer may be confused by this format. Typing your name in bold, and/or all capitals will make it stand out.

ELIZABETH "BETTY" APPLICANT  
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### Employment or Career Objective

Include an objective when you are pursuing a specific job goal, or when you know the exact title of the position for which you are applying. You'll need a clearly stated objective to open your resume. You can't expect busy hiring managers to figure out what you want to do. Zero in on this front section to explain the key skills, employment related accomplishments, and personal attributes you can bring from your prior career(s) into the new job target. Emphasize how you can help the organization, rather than what you want in a job.

### Employment History

List your most recent employment first. A general standard is, "List the last three jobs, or the last 10 years, whichever comes first." Focus on recent jobs and those that are most appropriate to your goals. If you have large gaps in employment, or have changed jobs frequently, consider using a functional resume.

### Organizations

List organizational memberships related to your job goal and show professional standing. Avoid using non-employment related or controversial organizations. Generally, it is best NOT to mention specific religious or political affiliations, or other potentially controversial groups, unless they directly relate to the job you want.

### Awards or Recognition

Let the employer know of any awards or recognition you have received, (e.g., employee of the month, etc.)

## Education

If your skills and experience come from employment, then list employment first and education last. List education first, if the emphasis is on education, i.e., a recent graduate. If you are a college graduate, state the name of the institution, location (city and state), degree earned, and field of study.

### Additional Points to Consider Regarding Education

- Carefully consider listing the dates you graduated from school. List the dates of recent education because it increases its value. Older educational experiences may not be valued by the reader and can be used in age discrimination.
- Do not list High School graduation if you have completed a college degree. If you have taken post high school classes, but did not achieve a degree, then list your high school.
- When listing recent education, target specific skills and academic accomplishments.
- Include relevant employer sponsored training. Be sure that the training is targeted to your job goal and is attention getting to a new employer. Summarize extensive employer training by type.
- If you have conducted a thorough independent study into a job-related topic, then you may summarize it as part of your education.
- If you are currently taking classes or pursuing a degree related to your job goal, then include them in the resume. List the skills acquired, academic accomplishments, and the projected date of completion.

## Military

Include military experience that fills gaps in employment or supports your job goal as part of your work history. "Civilianize" your military language, (e.g., NCOIC to Supervisor).

## Hobbies/Personal Interests

Include hobbies/personal interests if they are employment related, they are not controversial, and they show skill and experience.

## References

Do not include references on the resume. It is assumed by most employers that you will provide them with this information. Once an employer requests references, be prepared to give them 3 to 5 references who can speak about your work habits and professional qualifications. Always seek permission before using someone as a reference.