

Building a Better Resume

Tips for Success



Resume Format

- Font Type Choices
 - Times New Roman
 - Arial
 - Garamond
- Preferred Font Size
 - 11pt or 12pt
- Types of common resume formats
 - Chronological
 - Functional

Chronological & Functional Resumes

- Chronological
 - Begins professional work experience
 - Dates are important
 - Typically used by seasoned workers
 - Focus is on one-industry
- Functional
 - Focus is on transferable skills
 - Dates are not important
 - Use when changing careers or entry-level candidates
- Use a combination format
 - Work experience is listed chronological
 - Emphasizes skills as with functional

Your Resume Should Include

- Contact Information
 - Bold your name and use a larger font
 - **Do Not** include the street address (City/State)
 - Accurate Contact number
 - Email is professional and appropriate
- Work Experience
- Education
- Skills/Certificates
- Additional Information
 - Honors/Activities/Awards
 - Professional Associations and Memberships
 - Volunteer Work

Work Experience

- Name of the Company
- Position Title
- Location of the Company (City and State)
- Dates of Employment; arrange in chronological order
- Description of Duties and Responsibilities
- Start Statements with action verbs
- Describe what you did; highlight your successes
- Be Specific and Measurable
- Be Brief and Concise
- Check Tense
 - Current employment should be in Present Tense
 - Past employment should be in Past Tense

Education

- Name of the College/University
- Location (City/State)
- Month/Year of Graduation
- Degree Awards and Major
 - Including a Minor is optional
- Education should be listed in most recent order

Do Not Use In Your Resume

- Templates
- Photos
- Pronouns (I, me, my, he/she, us)
- Color Fonts, Lines, Bullet Points
- Age, Gender, Race
- Abbreviations
- Spelling and/or grammatical errors
- Add Salary information
- Cliches or jargon

Questions?

Burlington County American Job Center

609-518-3900

onestop@co.burlington.nj.us

If you have any questions, please feel free to contact us for information on building a resume.

The logo for the American Job Center features the word "american" in blue lowercase letters, followed by "jobcenter" in red lowercase letters. A blue arc with a red star at its end is positioned above the "j" in "jobcenter".

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