



Ethan Allen

WORKFORCE SOLUTIONS

Helpful Resume Tips

1. Know what you want.

Compose a clear and focused job objective. State what you want to do, for whom, where, and at what level of responsibility.

2. Stand out from the crowd.

Instead of just listing names, dates, and job skills, describe the benefits and results of your performance. For each entry, list your major accomplishments, emphasizing recent achievements. What problems or challenges have you faced? What actions did you take to overcome them? How did your actions benefit the company? Most companies value workers who boost profits, reduce costs, save time, and implement other efficiencies.

3. Sell yourself.

You only have one shot to make a great impression. Highlight your strengths and outstanding skills or abilities. List your education, training, and any relevant awards.

4. Remember that keywords matter.

Recruiters use keywords to search résumés in their prospective candidate databases for open jobs. Select some of the most important keywords in your field and pepper them throughout your résumé and cover letter.

5. Keep it positive.

Refrain from listing the reasons for termination or leaving a job. Prospective employers may find negativity in even the best reasons. You're far better off explaining employment lapses in person.

6. No typos!

Ensure the résumé is error-free. Proofread, and have others proofread, too. Make your résumé understandable by avoiding jargon and using plain English.

7. References

Affixing the line "References furnished upon request" at the end of a resume is unnecessary. You are documenting the obvious. Are you not going to provide references if an employer is interested in hiring you?

8. Abbreviations

It is fine to abbreviate college degrees, streets, avenues, "company" and "incorporated". Everything else should be spelled out.

WWW.EAWORKFORCE.COM

Poughkeepsie | Fishkill | Newburgh