

GOVS RESUME TIP SHEET

STEER CLEAR OF TEMPLATES - START WITH A BLANK WORD DOCUMENT

When we say make your resume stand out, we do not mean in appearance, but rather content. Below are the components of a resume and a helpful guide on how to format your resume.

CONTACT INFORMATION FORMAT:

- Keep your contact information safe. Avoid including personal/private details such as your physical address.
- Use a modern sans serif font like Arial or Calibri for your resume.
- Your name should stand out in 16 to 18-point font, all capitalized (The rest of your contact information can be in a standard 12 or 11-point font to save space).
- Put your contact details in the header so that it stays visible if your resume spans two pages.
- Use 14 to 16-point font for titles throughout your resume to create a professional and visually appealing layout.

PROFESSIONAL SUMMARY/OBJECTIVE:

Crafting a powerful professional summary statement is all about tailoring it to the job you are aiming for.

- Incorporating relevant keywords and phrases from the job description is key.
- Your summary should ideally cover your expertise, experience level, work history, skills and achievements. For instance, "Passionate Marketing Specialist with 5 years of experience creating compelling digital campaigns and driving brand engagement. Proficient in data analysis and campaign optimization, resulting in a 30% increase in customer conversion."
- Keep it tight - aim for no more than five sentences.

EDUCATION:

- When it comes to showcasing your educational achievements on your resume, the position of your qualifications can differ - they could come before your skills or after your work experience.
- The decision largely depends on the specific job requirements.
- Remember to only list colleges or universities from which you have earned a degree, and be sure to include the full degree name along with any minors or concentrations on the following line.



SKILLS & WHAT EMPLOYERS ARE LOOKING FOR:

- Use the *Career Readiness Competencies and Your Resume/CV* handout to help identify those core skills employers seek.
- When showcasing your skills, think of them as your superpowers and organize them into three columns.
- Start with your strongest skills and work your way down to the ones you're still developing.
- Tailor your skills to match the requirements of the position you're applying for, and make sure they align with your work experience.
- Use powerful action verbs to describe your skills and bring them to life!

WORK EXPERIENCE:

- When outlining your current positions, speak in present tense verbs to showcase your skills effectively, and use strong accomplishment statements.
- Use the STAR Method to illustrate your responsibilities: [What action did you take? Use strong verbs] [How often did you perform this action? Daily, weekly, monthly, etc.] [To what extent? 20%, 50+, +1MM, etc.] [What were the results of your efforts? Increased, decreased, designed, saved, improved, etc.]
- For example, "Developed philanthropic programming for over 60 student organizations, raising \$3,500+ for local food banks and providing 15,000 meals to food insecure families."