

# Career Resources



## Resume Building Guide

Building a strong resume is extremely important. Since your resume is often the first communication between you and a Recruiter, you want to make sure you present a strong first impression and show you are a competitive candidate for the role. Here are a few tips and recommendations to consider while building your resume:

### Add your contact information.

- Legal Name
- Cell phone number (don't forget to ensure your voicemail greeting is set up and professional!)
- Professional, non-wncoco email address
- LinkedIn URL

### Tailor your resume to the job you are applying for.

- Read through the job description and make a note of any key words that overlap with your qualifications for the role and make sure to capture them in your skills or work experience section.
- Highlight your relevant work experience and achievements to stand out as the most competitive candidate.

### Format correctly.

The goal of formatting your resume is to create a professional looking, easy-to-read document. On average, a Recruiter will initially read your resume in six seconds. This is why it is important to make information clear and easy to find. To ensure your information stays concise, it is recommended that your resume be no longer than one page in length. If you'd like to expand on what you have on your resume, you can write a cover letter to give the reviewer more insight into who you are and how your experience connects to the job you are applying for. Every applicant will have a different career path, but using the headings below will give you a great place to start:

- List relevant skills that fit the job description.
  - Computer skills
  - Language skills
  - Job specific skills
  - Interpersonal skills
- Accomplishment section
  - Major accomplishments throughout career
- Education/Certifications
  - Highest degree listed first
  - Certifications (i.e. Six Sigma, PMP, sales certifications)
- List your relevant work experience and key achievements
  - Key responsibilities
  - Start bullet with action verbs
  - Quantify your skills (details)
  - Always provide dates (month/year)
- Volunteer/Hobby section

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## Resume Template Sample

To see more resume template examples and ideas, check out [this article](#) from Indeed.

## Name

Address - Phone Number – Email – LinkedIn URL

## Skills

- Software/Programs
- Computer skills
- Language skills
- Job specific skills
- Interpersonal skills

## Education/Certifications

- Highest degree listed first
- Certifications (i.e. Six Sigma, PMP, sales certifications)

## Experience

**Employer – City, State**

***Job Title – Date (month, year) to Date (month, year)***

- Always start bullet with action verbs (i.e. created, managed, led, or coordinated).
- Always quantify your skills (provide numbers, data, figures).
- Be clear and concise.

**Employer – City, State**

***Job Title – Date (month, year) to Date (month, year)***

- Always start bullet with action verbs (i.e. created, managed, led, or coordinated).
- Always quantify your skills (provide numbers, data, figures).
- Be clear and concise.

## Accomplishments

- Major accomplishments throughout your career

## Volunteer/Hobbies

- Highlight volunteer experience or appropriate hobbies
- Professional organizations or affiliations