"REVAMP" YOUR RESUME

Easy-to-read font and formatting

- 10-12 size font for regular text
- 12-14 size font for headers and subheadings
- Arial, Times New Roman and Serif are some of the best fonts to use on your resume

Aim for short verbiage to add more white space to your resume

- Beak up large chunks of text to make reading easier
- Typically, 1 page; sometimes 2
- Remove repetitive statements

Make sure your information is up to date
Portray yourself correctly by providing recent information.

Please provide precise information about the following:
- Your educational background (high school, graduation, and post-graduation)
- Relevant work experience
- Your current location

Still overwhelmed? Call 419-999-0360 to get scheduled with a OhioMeansJobs Allen County Career Consulant!

- Complimentary one-on-one resume support and guidance
- Additional assistance with job searching
- Interview tips through mock interviewing

"CHECK" YOUR RESUME

CONTACT INFORMATION
- Full name
- Email
- Current address
- Phone number (have an active and appropriate voicemail)

SUMMARY STATEMENT
Here are some tips to create an effective resume summary statement:
- Demonstrate why you are the perfect fit for the job and the company in a concise manner
- Limit the summary to just a couple of sentences
- Emphasize your most relevant strengths, skill set, and unique core competencies

SKILLS SECTION
- Incorporate both soft and hard skills
  - Hard skills are technical, industry-specific abilities that are accumulated over time
  - Soft skills, also known as social skills, are either innate or developed through experience and relationships.

WORK EXPERIENCE
When crafting your professional history, it is important to include key information such as previous job titles, dates of employment, responsibilities, acquired skills, and notable achievements. Here are a few tips:
- List your previous employers' full official names, starting with the most recent and working your way backwards
- To keep your resume current, only include work experiences from the past 10 years

EDUCATION
- Include:
  - Name of institution
  - City & State
  - Type of degree, licensure, or certification
- ALWAYS list your highest level of education first

HELPFUL TIPS

DON'T FORGET:

- Check for grammatical and spelling errors
- Make your bullet points concise and easy to read
- Only include information that is relevant to the employer

EMPLOYMENT GAPS:

- Use the standard month-year format (ex. Jan 2014–Nov 2019) to list your employment dates
- If you have short gaps in your work history, you may want to list only the years of employment. If you have long gaps, you may wish to provide a brief explanation