

# Résumé Tips



Here are a few tips to make your résumé more effective:

- Use a font size of 10 to 14 points.
- Use non-decorative typefaces. Choose one typeface and stick to it.
- Use action verbs to describe your experience; (e.g., "created," "developed," "increased," "solved").
- Do not exaggerate the importance of your achievements.
- Omit personal information such as age, marital status, height, weight, and gender.
- Minimize jargon and abbreviations and be concise.
- A tailored cover letter may be used to accompany a résumé.

A résumé is your opportunity to tell employers about your skills, abilities, experience, and education, as well as a chance to show that you belong in that job. Your résumé should include the following components:

## CONTACT INFORMATION

- Name, mailing address, telephone number and e-mail (if you have one).

## CAREER OBJECTIVE

Your "Career Objective" should be a brief statement specifically detailing what type of work you are seeking.

- Tailor your objective to the job you seek.

## SUMMARY OF QUALIFICATIONS

This section will provide a concise overview of your qualifications as they relate to your Career Objective.

- Emphasize those skills you have developed in terms of interpersonal, organizational, supervisory, etc.

## EDUCATION

- List school, city and state.
- On separate line, list degree, major, graduation date. (If you have not graduated, state expected graduation date.)
- List any professional certifications or licenses you have attained.

## WORK EXPERIENCE

Include your work experience in reverse chronological order—that is, begin with your most current job and work backward. For each work experience include:

- Title of position.
- Name of organization and location of work (city, state).
- Dates of employment—use month, day and year format (e.g., January 2, 1995-June 16, 2001).
- Describe your work responsibilities with emphasis on specific skills and achievements. Describe what you contributed to or accomplished on the job. Use action verbs to describe job duties.
- Use the present tense of the verb for current work and the past tense for work that has ceased.

## SPECIAL SKILLS

- Include information such as computer skills, additional training, languages, etc.

See sample résumé!



Michigan Civil Service Commission, Career Services  
400 South Pine Street • P.O. Box 30002 • Lansing, MI 48909  
800-788-1766 (voice) • 517-284-0100 (voice)

Detroit Regional Office • Cadillac Place  
3042 West Grand Boulevard • Suite 4-400 • Detroit, MI 48202  
313-456-4400 (voice)

If you have a hearing impairment, call the Michigan Relay Service at 711 or 1-800-649-3777

[www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)

## **Iwant A. Job**

1908 Anystreet  
Lansing, MI  
(517) 555-1908  
Iwantajob@mymail.com

### **CAREER OBJECTIVE**

A Human Resources Analyst position that utilizes my education and experience in the field of Human Resources, so that I can contribute to the organization and further enhance my professional skills.

### **SUMMARY OF QUALIFICATIONS**

Experience in recruitment and staffing, benefits administration, project development and implementation, and workforce planning.

Professional experience includes competencies in the following areas: analytical thinking, client orientation, creative thinking, decision-making, problem solving, time management, leadership, interpersonal skills, oral communication, written communication, and computer skills.

### **EDUCATION**

Michigan State University, East Lansing, MI  
Bachelor of Arts in Human Resources Management, May 1994

### **WORK EXPERIENCE**

WATSON PRINTING, Lansing, MI  
Staffing Specialist  
June 16, 1998-Present

- Utilize low-cost and no-cost recruiting methods to source, qualify, and assess information technology candidates.
- Administer technical testing to candidates and perform reference checks.
- Engage in employee relations activities including administering employee surveys and conflict resolution.

TRAMBLE HEAVY EQUIPMENT CO., Lansing, MI  
Human Resources Consultant  
July 3, 1997-June 13, 1998

- Created a recruiting strategy for the organization to attract sales candidates.
- Updated personnel policies, created recruiting manual, and revised non-compete/non-solicitation agreements.

GREAT LAKES CONSULTING, Lansing, MI  
Recruiter  
June 24, 1994-July 1, 1997

- Managed the college recruiting process including initial contacts, publicity, prescreening, and on-campus interviewing at more than 25 colleges and universities in Michigan.
- Analyzed compensation structures and developed a program to improve sales incentives.
- Participated on the management team that selected a new health insurance carrier.
- Researched, wrote and presented training classes on interviewing, sexual harassment, and Microsoft Outlook.

### **SPECIAL SKILLS**

Computer Skills: MSWord, Microsoft Outlook, PowerPoint, Excel, Cobal, MS FrontPage  
Additional Training: C.O.B.R.A., Contract Negotiation, MI Labor Law