Get your foot in the door

A guide to creating the foundation for your résumé

JOB SEARCH TOOL KIT

A résumé is your personal advertisement. The main purpose is to get you an interview. Use this guide to create the foundation for your résumé. Modify it for each position for which you apply.

Your Contact Information – How can you be reached?

Name:.....

Address:.....

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Phone:.....

Email:.....

Objective – What do you want to do? Write a concise statement that describes the type of position you are seeking.

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Qualifications – What sets you apart from the competition? List three or four skills you possess that relate to your objective.

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Experience – Where have you worked and what have you done? Include internships and relevant volunteer experience.

Company:.....

Title:.....

Dates: _____/_____ to _____/_____

Key skills and duties:.....

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Company:.....

Title:.....

Dates: _____/_____ to _____/_____

Key skills and duties:.....

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Company:.....

Title:.....

Dates: _____/_____ to _____/_____

Key skills and duties: .....

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Education & Training – Where did you go to school? List the degree(s) or certificate(s) you earned.

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Professional References

List three to five references on a separate sheet of paper. These should be people who are not related to you and can speak to your skills and experience. Include name, title, address, phone, and how many years you've known him or her. Get permission before using someone as a reference.

Next stop, WorkSource

Now that you've created an outline, visit WorkSource to put it all together. We have computers that you can use to format and print your résumé. We also offer workshops to help you create a winning résumé.

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Strong words sell

Use action words to describe your skills and experience. They are clear, concise, and direct. Here are some examples:

analyzed	**collaborated**
communicated	**constructed**
coordinated	**demonstrated**
developed	**expanded**
implemented	**improved**
launched	**managed**
motivated	**negotiated**
operated	**organized**
produced	**researched**
simplified	**supervised**

WorkSource

www.go2worksource.com

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WorkSource is an equal-opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities.

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