

# Thoughts on Resumes

developed to help you design an effective tool to sell your qualifications to an employer.

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Your resume is a tool.

It is a tool for selling your “qualifications” to an employer. It should state your personal qualities, past accomplishments and abilities in a positive, concise way.

Almost everyone needs a resume in today’s competitive job market. Even teenagers seeking their first “real” job can benefit by having a resume.

A resume is a written tool to market yourself. Many prospective employers ask for and expect applicants to present one. Think of yourself as the “product” and the employer as a selective shopper. Before the interview, the resume demonstrates to the employer what makes you the best qualified prospect for the job.

The resume helps you organize relevant facts about yourself. It should be a brief but sufficient introduction of you to the prospective employer, stating:

- What kind of job you want;
- What your potential is to get the job done;
- What you have done;
- What you know.





# Resumes Require the Right Elements . . .

## Identification

Give your name, address and telephone number. List a message number, if possible.

## Career Objective or Position Desired

Your objective should identify the function and general level of the position you want. State it in terms of what you can do for the employer.

## Summary

Three to five sentences which describe your outstanding qualifications.

## Education

Describe your education after the career objective only if it is your most qualifying experience. Indicate degrees earned if graduated; otherwise simply list major subjects studied. Be careful not to “date” yourself if education is not recent.

If education is your only support for your career objective, give it more space than other categories listed. Be specific about work-related education and include relevant special achievements.

## Experience

Describe your experiences that support your objective. Decide which style of resume (chronological, functional, combined or targeted)

best represents your qualifications for each career objective. Give “top billing” to those experiences that are most valuable to your stated objective.

Describe your responsibilities, specific skills and duties, and include examples of successful performance and results produced whenever possible.

## Dates of Employment

Dates can be shown if there are no large gaps. Modern resumes will only include years worked, not month and day.

If abilities important to your career goal have not been used for a long period of time, just indicate length of time used, rather than specific years.

## Personal and Other Facts

Keep this brief and applicable to the position desired. Present only information which will be seen positively. This can include professional or civic activities, special honors, interests and attitudes that you will bring to your work.

## References

Never list names or addresses of references. Simply state that, “References will be furnished upon request.”

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The elements of **Identification** and **Experience** are absolutely essential. The others can be altered to suit your style.

Remember, your resume should promote your abilities, so include only information that would be viewed as positive by the employer!

# Select the Best Resume Format

There are four basic resume formats:

- Chronological
- Targeted
- Functional
- Combination

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## CHRONOLOGICAL

### Advantages:

- Emphasizes steady employment (no job-hopping) and career growth.
- Emphasizes prestigious employers.
- Is more familiar to interviewers.
- Is easiest to write—employment dates are usually listed first, from present to past, followed by job title, then name of organization, city and state.

### Disadvantages:

- Can starkly reveal employment gaps.
- May put undesired emphasis on job areas the applicant wants to minimize.
- Is difficult to spotlight skill areas.

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## FUNCTIONAL

### Advantages:

- Stresses skill areas which are marketable or in demand, rather than the “when and where” of companies worked.
- May camouflage “spotty” employment.
- Emphasizes professional growth.
- Plays down positions not related to current career goals.
- Organized by descending order of importance.

### Disadvantages:

- Omits work history information which can make employers suspicious.
- Doesn't allow applicant to highlight companies or organizations.

Each has advantages and disadvantages, as outlined in the descriptions below.

After weighing these factors, choose the format for the resume that works best for you.

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## TARGETED

### Advantage:

- Customizes for a specific job.

### Disadvantage:

- May not be appropriate for multiple job opportunities.

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## COMBINATION (Chronological / Functional Formats)

### Advantages:

- Combines the concise, targeted approach of the functional and the reassurance — to the employer — of the chronological resume.
- Provides a good opportunity to emphasize applicant's most relevant skills and abilities directly applicable to the job objective, leaving out distracting information that is not pertinent.
- Is good for career-changers.
- De-emphasizes gaps in employment.
- Varies style to emphasize chronology and de-emphasize functional descriptions, or vice-versa.

### Disadvantage:

- Takes longer to write because it means you must first inventory your skills and research the position.

NOTE: Examples of the different formats are on **pages 6-11**.

# Some Words on Words

Words are powerful tools in finding work. The words used to describe experience and education can convey the skills you have developed.

Effective use of words is crucial in getting interviews and job offers. Use concise phrasing

for **applications** and **resumes**; use complete sentences in **letters** and **interviews**. Quantify as much as possible.

On your resume, start your thoughts with “ACTION” words (verbs) or descriptive words.

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## Formula for effective use of action words



### Examples:

#### Advertising Manager — Campus Newspaper

- Controlled advertising for twice-weekly college newspaper with circulation of 20,000.
- Increased revenues 20% by increasing advertising space.
- Generated 50 new advertisers through improved canvassing of local retailers.
- Trained new sales force.
- Streamlined new billing system.

#### Motel Desk Clerk — Summer Job

- Managed a motel registration desk.
- Reserved rooms, solved reservation and service problems.
- Directed room service and housekeeping functions.
- Substantially reduced check-in and check-out time by revamping procedures.
- Supervised assistant desk clerk.



Action words give your resume power and direction. Here are examples of action verbs. For additional information, read, "The Right Words to Use in Your Job Search" (DWSJ-9463-P), available in your Wisconsin Job Center.

**Words that stress your ability to handle details:**

detail-minded  
precise  
accurate

orderly  
efficient  
met all due dates

**Words that create a positive impact:**

actively  
administered  
completed  
developed  
affected

implemented  
increased  
reduced  
simplified  
solved

**Words that stress your ability to assume responsibility:**

created  
devised  
generated  
initiated  
streamlined

revamped  
shaped and directed  
strong dedication to  
originated  
closely supervised

**Words or phrases that indicate your desire to get ahead:**

perform well under pressure  
self-motivated  
accept responsibility

enthusiastic  
committed to  
action-oriented

**Words or phrases that reflect a capacity for reasoning and understanding:**

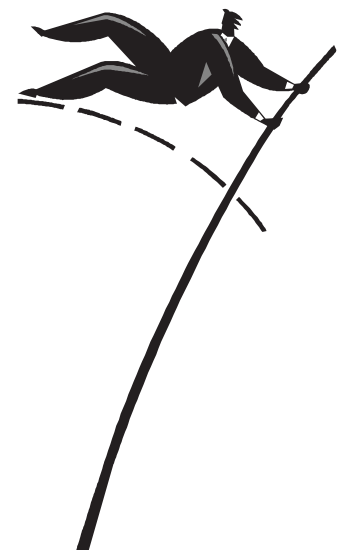
ability to think analytically  
probing mind  
fast-thinking

perceptive  
creative  
problem solver

**Words or phrases that show you are profit-oriented:**

results-oriented  
reduce excessive costs  
controlled spiraling costs

adept at saving money  
simplified procedures  
generated cost savings



## Chronological

John has a stable and focused work history, with no gaps in his dates of employment. Most recently he worked for a prestigious company and wants to stay in the same field.

**JOHN A. SMITH**  
1234 Main St.  
Waukesha, WI 53188  
(262) 123-4567

### QUALIFICATIONS OVERVIEW:

Over 20 years supervisory experience in light and heavy steel fabrication. Served as lead supervisor and night-shift plant manager. Strong background in cutting, forming, welding, paint systems, warehousing, and shipping and receiving. Excellent knowledge of EEOC, OSHA, ISO-9000, JIT and Hazcom. Skilled in computerized scheduling, materials status and employee information.

### WORK EXPERIENCE:

#### **GE MEDICAL SYSTEMS**

Milwaukee, Wisconsin

2000-Present

#### **Supervisor, Fabrication and Welding**

Supervised 45 hourly employees in computer controlled job center, NC punch presses, arc mig and tig welding, shearing, forming, spotwelding and quality control. Acting night-shift manager and lead supervisor.

- 15-20% under scrap and rework budget the last six years.
- Increased productivity in every department including a 73% productivity increase over five years in the welding department.

#### **AJAX CORPORATION**

Milwaukee, Wisconsin

1996-2000

#### **Lead Supervisor**

Responsible for plant-wide 2nd-shift including 3 supervisors and 50 hourly employees. Restructured workforce to improve low morale. Administered all discipline and grievance procedures, hiring, orientation and training. Developed and implemented programs that reduced rework 48% and increased productivity from 63% to 81% the first year.

#### **INLAND STEEL PRODUCTS**

Milwaukee, Wisconsin

1981-1996

#### **Supervisor, Metal Building Division**

Responsibilities included acting general foreman and company field representative. Introduced cost savings programs that reduced demurrage from \$57,000 to \$900 per year in shipping. Established paint systems with new cleaning procedures. Saved \$62,000 per year.

### EDUCATION AND OTHER TRAINING:

#### **MARQUETTE UNIVERSITY**

- 2 years Engineering
- 1 year Business Administration

#### **GE sponsored training:**

- Management Development Course (extensive management training program)

### REFERENCES:

Available upon request

## Targeted

This targeted resume is in chronological format. Jane's education, skills and work history are directly linked to her objective of an administrative support position with this company.

**JANE JOHNSON**  
**231 Lakeview Drive**  
**Wausau, WI 54401**  
**(715) 835-5555**

**Employment Objective:** Administrative Support position with Central Wisconsin Legal Associates, S.C.

**Special Skills:** Proficient in operation of personal computers, word processors, dictaphones and typewriters. Type 80 WPM and take shorthand at rate of 125 WPM. Use Microsoft Word and Excel. Familiar with legal terminology.

**Work History:** **Administrative Secretary:** Executed administrative policy in conjunction with other officials. Kept official corporation records and prepared memos explaining administrative procedures. Planned conferences. Directed preparation of corporate legal documents.

Omni Corporation - Milwaukee, Wisconsin  
(February 1998 to present)

**Clerk General:** Performed several clerical functions including typing statements and letters, proofreading forms, filing records, receiving money from customers, making bank deposits, answering telephone inquiries and acting as substitute receptionist.

Acme Transit - LaCrosse, Wisconsin  
(September 1992 to December 1997)

**File Clerk:** Filed correspondence, cards, invoices and receipts. Placed material in filing cabinet and cases. Typed indexing information on folders and traced missing file folders.

Johnson Plumbing - Wausau, Wisconsin  
(June 1990 to September 1992)

**Education:** Associate of Arts, Secretarial Science.  
Northcentral Technical College, Wausau, Wisconsin.  
Graduated with honors in May 1990.

**References:** Excellent references are available upon request.

## Functional

Leo has marketable skills related to his objective, but has held short-term consulting positions over the past 10 years.

**LEO FRAMUS**  
**1963 Coronado Drive**  
**Cancun, WI 54915**  
**(656) 555-2002**

## OBJECTIVE

A responsible, results-oriented position in the Employment and Training field where group presentation skills, job development ability, and cumulative knowledge of employment and training policies and programs can be utilized to their fullest capacity for benefit of program clients.

## OVERVIEW OF EMPLOYMENT EXPERIENCE

### Employment and Training Program Administration:

- Under general direction of management, develop and administer packages of outplacement services which result in reduction in duration of Unemployment Insurance claims and substantial savings in company's Unemployment Insurance Trust Fund.
- Responsible for providing broad range of outplacement services under Title III of Workforce Development Act of 1998 in company-specific program operated in cooperation with company management and union representatives, local technical schools, and the Racine County Workforce Development Center.
- Assist in writing job descriptions and establishing wage subsidy and On-The-Job Training programs designed to encourage area employers to hire program clients to fill position vacancies.
- Conduct seminars and workshops dealing with labor market conditions, projections, and specific job search strategies.
- Utilize various techniques such as Job Development and ASSET System to assist program clients in securing employment.

### Training and Staff Development:

- Develop and implement staff development program designed to expand company's base of operations and increase profits.
- Coordinate with area technical schools to arrange appropriate training programs for unemployed individuals resulting in higher skill levels and increased marketability.

### Employer-Linked Services:

- Assist clients in securing economic development packages to offset cost of business expansion.
- Use aptitude and interest test batteries to assist in assessing applicant qualifications for various positions and make responsible hiring decisions.



## **Leo Framus**

Page 2

### Public Speaking:

- Speak to various civic, community, and business groups on behalf of organization management, building increased visibility and more positive company image.
- Annual speaker at a number of high schools in the Milwaukee Public School System, stressing importance of good education and relationship between education and employment.

### **PROFESSIONAL AFFILIATION**

- Past president of Southeastern Wisconsin Sub-chapter of IAPES (International Association of Personnel in Employment Security)
- On International President's "Honor Roll" for outstanding contributions to IAPES

### **AWARDS**

- Department of Workforce Development (DWD) Employee of the Month (statewide honor)
- DWD Outstanding Performance Award
- Recipient of the IAPES Individual Award of Merit for the State of Wisconsin for exceptional performance in the employment and training field

### **EDUCATION AND TRAINING**

- Bachelor of Science Degree, University of Wisconsin-Madison
- Cross-cultural Training
- Effective Communications
- Employer Development Training Seminar
- Government Procurement Workshop — City of Milwaukee, Milwaukee County, and State of Wisconsin

## Combination

Thomas has many job-related skills and is able to operate a wide variety of equipment and tools. He's had less than 4 years' work experience with 3 different employers.

## Thomas Jacobson

S12 W3456 Center Rd.  
Waukesha, WI 53188  
Home: (262) 123-4567  
Cell: (262) 987-6543

**OBJECTIVE:** Challenging position in manufacturing environment utilizing experience in quality control, computer knowledge, and metal fabrication.

**SKILLS OVERVIEW:** POWER SHEAR  
Set up and operated digital controlled power shears to .001 inch tolerance using blueprints and measuring devices.

PUNCH PRESS  
Set up and operated presses to blank, form and perforate different alloys of sheet metal up to .500 inch thickness while maintaining close tolerances.

NC PUNCH PRESS  
Set up and operated manual and automatic numerical punch press, including all necessary layout work.

PRESS BRAKE  
Set up and operated press brakes of various tonnage for forming, bending, pressing, notching, and blanking operations involving close dimensional and angular limits.

INSPECTION  
Maintained quality through parts inspection during manufacturing process. Knowledgeable in machining, welding, metal fabrication, and leak test procedures applying geometric tolerances, SPC, and JIT principles.

PACKER/SHIPPER  
Packaged routine and priority orders using Insta-Pak foam for fragile shipments. Operated overhead cranes; loaded and unloaded trucks utilizing various electronic equipment.

COMPUTERS  
Familiar with computers for material control in manufacturing environment.

## EQUIPMENT/TOOL EXPERIENCE:

Cincinnati	Bergmaster	Behrens	Whitney
Danly	Overhead Crane	HTC	Hurco
Dial Calipers	Comparator	Forklifts	Vernier Calipers
Torque Wrenches	Cordax	Hand Trucks	Leakage Checker

**EXPERIENCE:** GE MEDICAL SYSTEMS, Milwaukee, Wisconsin 2000-2002  
GEUDER, PAESCHKE, & FREY, Milwaukee, Wisconsin 1999-2000  
CAPITOL STAMPING, Milwaukee, Wisconsin 1998-1999

**EDUCATION:** WAUKESHA COUNTY TECHNICAL COLLEGE  
Statistical Process Control 2001  
MILWAUKEE AREA TECHNICAL COLLEGE  
Printing and Design/Advertising 1998  
Computer Programming and Operations 1998

## Combination

Karen has very limited work experience, gaps in her employment, and did not finish high school. She markets her abilities in the workplace and credits her volunteer experience.

### KAREN SUMMIT

600 Denice Avenue, #7  
Milwaukee, WI 53204  
(414) 555-7575

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**OBJECTIVE:** Seeking a cashier position.

**SKILLS OVERVIEW:**

- Operated computerized cash register
- Provided good customer service
- Accepted and filled customer orders
- Received customer payment, returned correct change

**EMPLOYMENT:**

**Cashier / Fast Foods Worker**  
Subway Restaurant  
Oconomowoc, Wisconsin  
Sussex, Wisconsin  
2000-01

**Cashier / Fast Foods Worker**  
McDonald's Restaurant  
Oconomowoc, Wisconsin  
1995-98

**VOLUNTEER:**

**Disabled Children's Assistant**  
Meadow View School  
Oconomowoc, Wisconsin

**REFERENCES:** Furnished upon request

# References

Many employers ask for references. You may send your reference list with your resume if the employer asks for them. More often, you will take a list of references to your job interview and offer it to the interviewer.

Choose your references carefully. People who are the best references are:

- former bosses you got along well with
- professional mentors
- colleagues
- general character references (people who have known you for five years or more)

Do NOT give a relative's name as a reference.

Recent contacts in a related field that are enthusiastic about you are excellent references.

You should always contact your references before giving out their name. Tell your potential reference that you would like to use them as a reference and ask for their permission. Discuss the types of positions you are applying for and which of your skills potential employers would be most interested in. Be sure they have up-to-date information about you.

References should be typewritten on a separate sheet of paper. Normally, 3-5 references are sufficient.

Following is a sample reference list that you may want to use as a guide:

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## References example

**Jane Dough**  
4567 S. 89th Street  
Milwaukee, WI 53002  
(414) 555-1234



1. Mary Smith  
Department of Widgets, Director of Data Processing  
Morningside System Corporation  
3000 South Lunar Boulevard  
Mequon, WI 53255  
Work Telephone: 414/555-0123  
  
Relationship: Supervisor at Morningside System from 1999-2001 (Optional)
2. S. Myth Johnson  
New Car Sales Manager, Honest John's Auto Works  
2345 Sixth Street  
Rapid Junction, WI 54321  
Work Telephone: 716/555-4321  
  
Relationship: Colleague. Co-served on marketing committee for 2 months in 1999 (Optional)
3. Ali Shaik  
President, Exotic Imports  
100 S. Wabash Avenue  
Chicago, IL 60601  
Work Telephone: 312/555-7890  
  
Relationship: Supervisor at Exotic Imports from 1990-93 (Optional)

# Cover Letters

Do not underestimate the importance of a cover letter!

A cover letter is used when inquiring about a job or submitting a resume or application form. In most situations you will want to send a prospective employer a letter with your resume.

It is an introduction to your resume. The cover letter should show why the employer should read your resume.

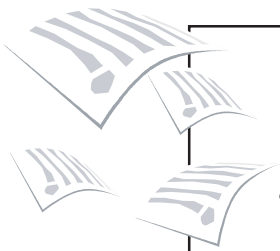
Your letter should tell the employer which position you're interested in and how your job talents will benefit the company.

In it, state the position you are seeking and the source of the job opening (JobNet, newspaper ad, reference from a friend, etc.).

You should ask for a job interview. If possible, suggest a specific date and time.

Address each letter to the specific person you want to talk to, usually the person who would actually supervise you. Highlight your job qualifications.

A formatting example and a sample cover letter appear on the following pages.



## Cover Letter Basics

- Length should be one-half to two-thirds of a page (8½ x 11).
- Use a computer printer, word processor, or quality typewriter.
- Paper should be the same size, grade, and color as your resume.
- Write a separate letter for each job application. Content should be individualized to address the specific needs of the employer and the position.
- Proofreading is essential. Use proper sentence structure and correct spelling and punctuation.
- Keep your letter short and to the point.
- A tone of confidence should prevail. Convey personal interest and enthusiasm.
- Some of the content may overlap with information on your resume. Other specific information relevant to the job you are applying for should be included.
- Your name, address and telephone number should appear somewhere in your letter.

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## Cover Letter Format

Your Current Street Address  
City, State, Zip Code  
Telephone Number  
Today's Date

### TWO LINES OF SPACE

Name of Individual  
Official Title  
Name of Company  
Mailing Address  
City, State, Zip Code

### ONE LINE OF SPACE

Dear Mr./Ms.:

### ONE LINE OF SPACE

#### Paragraph 1 - The Opening

1. Use the opening paragraph to get the employer's attention and stimulate interest in yourself.
2. Give your reason for writing the letter.
3. Be as specific as possible as to the type of position in which you are interested.
4. Tell where you received the vacancy information.

### ONE LINE OF SPACE

#### Paragraph 2 - The Body

1. Use this paragraph to justify the employer's interests in you.
2. Briefly describe your educational background, highlight your work experience, state the type of certificate held or for which you are eligible, and describe any honors received. This section should be brief.
3. Relate your qualifications as much as possible to the type of business and job requirements of the prospective employer.
4. Use specific examples to make your point.
5. Concentrate on what you can do because of what you have done.

### ONE LINE OF SPACE

#### Paragraph 3 - Closing

1. In concluding your letter, you should make known your interest in setting up an interview at the employer's convenience.
2. Indicate approximately when you will call to make an appointment (i.e., one week, 10 days, etc.)
3. Give the phone number where you can be contacted.
4. Thank the employer for his/her time and any consideration or courtesies extended to you.

### ONE LINE OF SPACE

Sincerely,

### THREE LINES OF SPACE

Your signature in ink  
Your name typed

---

## Sample Cover Letter

Your Current Street Address  
City, State, Zip Code  
Telephone Number  
Today's Date

Ms. Jane Smith  
Personnel Director  
Sonic Manufacturing Co.  
1124 Industrial Drive  
Oakwood, WI 57311

Dear Ms. Smith:

I learned through an advertisement in the Daily Gazette that Sonic Manufacturing is in need of an electronic assembler. I believe my skills and experience make me an excellent candidate for this position.

My most recent experience has been as a leadworker on an assembly line. I have over five years of experience in general production and manufacturing. In addition, I am able to follow schematic diagrams, read blueprints, use measuring devices, and package final products.

Enclosed is a resume for your review. I will call you in a week to see if we can discuss this opportunity further. Thank you for your time and consideration.

Sincerely,

John M. North

Enclosure



# Marketing Letters

A marketing letter is an alternative to the traditional cover letter/resume combination. It is usually a one-page letter sent directly to the hiring authority or department head (not to personnel) which states your objective, qualifications and relevant accomplishments.

A marketing letter may be advantageous to individuals who could be easily screened out because of a flaw in their qualifications that is highly visible in their resume but not noticeable in a letter.

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## Marketing Letter Format

(NOTE: A marketing letter stands alone - Do not include a resume)

Your Current Street Address  
City, State, Zip Code  
Telephone Number  
Today's Date

**TWO LINES OF SPACE**

Name of Individual  
Title, Department  
Name of Company  
Mailing Address  
City, State, Zip Code

**ONE LINE OF SPACE**

Dear Mr./Ms.:

**ONE LINE OF SPACE**

**Introduction:** State why you are writing the letter. Start the letter with an attention-getting sentence.

**ONE LINE OF SPACE**

**Body:** This is your "selling paragraph." Tell the employer about your qualifications for the job. Mention how your skills relate to the skills needed in the job that you are seeking. Briefly summarize what you have to offer the company (problems that you have solved and your accomplishments).

**ONE LINE OF SPACE**

**Closing:** Tell the employer that you will be calling in the near future to follow-up on this letter and to discuss your qualifications in greater detail.

**ONE LINE OF SPACE**

Sincerely,

**THREE LINES OF SPACE**

Your signature in ink  
Your name typed





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## Sample Marketing Letter

72549 Rupert Street  
Poplar, WI 57178  
(715) 222-1111  
Today's Date

Mr. Melvin Guenther  
President  
ABC Company  
81757 Stratford Avenue  
Superior, WI 57178

Dear Mr. Guenther:

As an experienced sales and marketing executive, I have developed creative marketing strategies that doubled sales and profits during a five-year period. I possess an MBA and have over ten years of relevant professional sales experience, including five years in management.

If your organization is looking for an experienced and self-motivated sales professional, you will be interested in reviewing some of my other accomplishments.

- Managed a sales department which generated a volume of \$5,500,000 achieving 120% of goal.
- Developed a business plan to target specific market segments that would conservatively increase sales by 300% to 400% within five years.
- Improved format of quarterly promotional flyer which increased sales by 15%.

I would be happy to meet with you at your convenience to discuss my qualifications in more detail. I will call you within two weeks to see if we can meet to discuss how I might be able to contribute to the ABC Company.

Sincerely,

Edward Waite



# Resume Development Do's and Don'ts

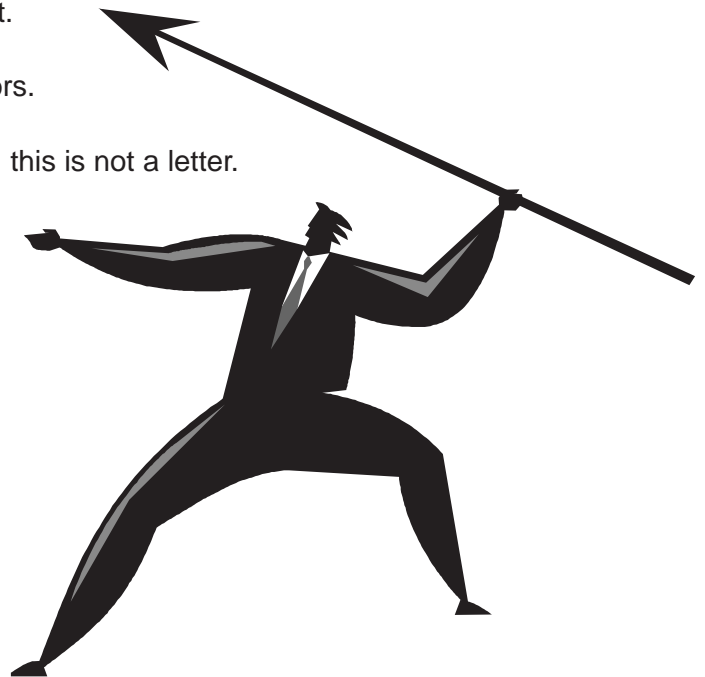
## Do

- develop a rough draft, then edit, edit, edit.
- highlight special accomplishments.
- seek help and advice. Have another person read your resume to avoid spelling and grammatical errors.
- keep the length to one 8 1/2" x 11" page preferably, never more than two.
- use white or light-colored 25% cotton bond, 20-24 lb. weight paper.
- use wide margins and lots of white space to make it easy to read.
- emphasize headings using capitals, bold print, underlining, indentation.
- use a computer laser or ink-jet printer, a letter-quality printer, offset printing, or a good typewriter.
- send **perfect**, error-free copies. Check grammar, spelling and content for mistakes before having copies made.
- use active, descriptive language (see Some Words on Words, page 3).
- use phrasing — “telegram language” — rather than complete sentences. Start sentences with action words.
- choose the same color and grade of paper for your resume, cover letter and envelope.



## Don't

- include a whole life history.
- use long-winded, flowery sentences.
- use the words: I, me, my.
- include personal information such as age, date of birth, marital status, number of children, condition of health, driver's license, social security or passport numbers, religion, physical description, height and weight.
- date your resume.
- use the following headings: "The confidential resume of ...", or "Resume". It should be apparent this is a resume.
- use abbreviations (exceptions: G.P.A., Inc., states, degrees).
- just describe duties ... everyone has duties on their job.
- send photocopied or dot-matrix computer-printed copies; the quality is usually not as good as originals.
- include the reason for leaving your past job(s).
- include references; they go on a separate sheet.
- include previous salaries or names of supervisors.
- say "thank-you" or give a closing and signature; this is not a letter.
- attach a picture of yourself.



# WISCONSIN JOB CENTER



888/258-9966 (toll free)



[www.wisconsinjobcenter.org](http://www.wisconsinjobcenter.org)



[jobcenter@dwd.state.wi.us](mailto:jobcenter@dwd.state.wi.us)

Your Wisconsin Job Center features additional publications to guide you with your resumes and applications

Personal Data Record  
(DWSJ-4937-P)

Resume Writing — A Basic Guide  
(DWSJ-9433-P)

The Right Words to Use in Your Job Search  
(DWSJ-9463-P)

Publications are also available through Wisconsin Job Centers on these topics related to job search success

## INTERVIEWING

Keys to Successful Interviewing  
(DWSJ-6951-P)

Hidden Elements of Interviewing  
(DWSJ-9484-P)

Informational Interviewing  
(DWSJ-9407-P)

## JOB SEARCH

Tips on Finding Summer Jobs  
(DWSJ-5641-P)

Networking  
(DWSJ-9455-P)

Where to Look for Job Opportunities  
(DWSJ-9467-P)

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We invite your comments. Send an e-mail message to:  
[jobcenter@dwd.state.wi.us](mailto:jobcenter@dwd.state.wi.us)

*The Wisconsin Department of Workforce Development (DWD) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact the DWD Equal Employment Opportunities office (e-mail: [dwddeo@dwd.state.wi.us](mailto:dwddeo@dwd.state.wi.us)).*