

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) • 517-373-3030 (voice) • 517-335-0191 (TTY)
Detroit Regional Office • Cadillac Place
3042 West Grand Boulevard • Suite 4-400 • Detroit, MI 48202
313-456-4400 (voice) • 313-456-4409 (TTY)

www.michigan.gov/mdc

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