



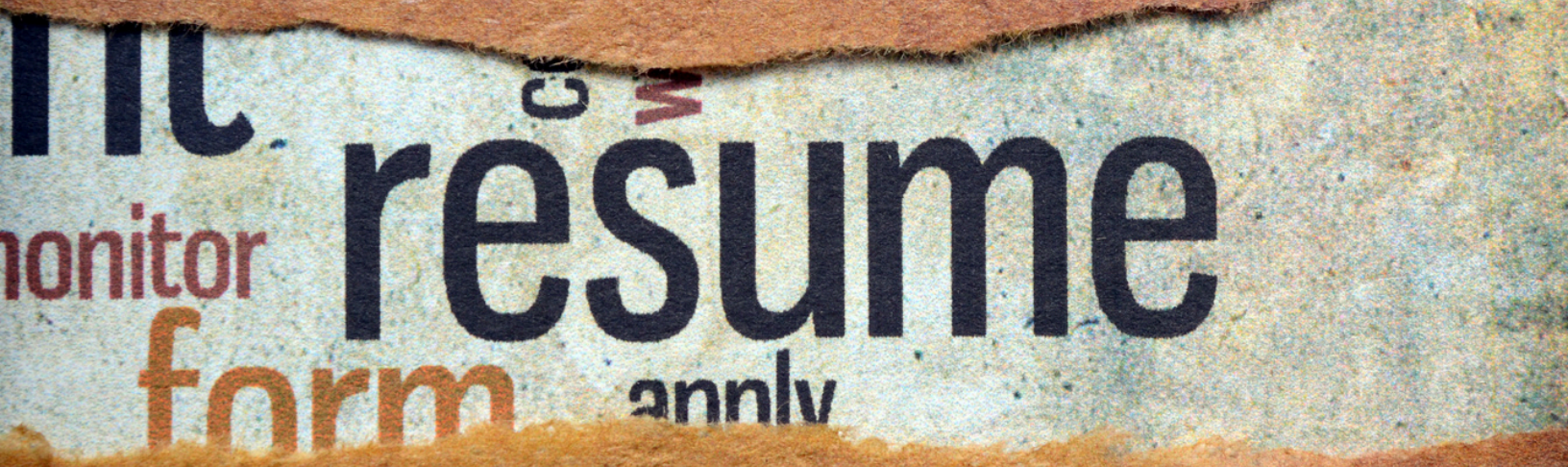
WORKFORCE &
COMMUNITY
ENGAGEMENT

JOBSEEKERS RESUME TIPS



WORKFORCE & COMMUNITY ENGAGEMENT  **DACC**

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THE RESUME FOR YOU



Chronological Resumes

Lists your work history in reverse chronological order. Starts with your most recent position – listing the company, job title, dates of employment, your duties, and accomplishments. Recruiters like them but they are not great for career changers.

Functional Resumes

Skill-based. Focuses on your skills and not your job history. Good for career changers, helps with employment gaps, but ATS can have trouble reading them and recruiters do not prefer them. They can help with non-traditional experience.



Hybrid Resumes

Takes the best part of both resumes and helps you highlight whatever it is you want the recruiter to focus on, and is the most common resume.



BEST PRACTICES



Length

The length of your resume should depend on how long you've been in the workforce.

Recent grads - 1 page

Most professionals - 2 pages

Senior Level - 2-3 pages

Scientific/Academic - Use a CV

Federal Government - Varies



Highlight Skills

You may want to list every skill you have but it is best to feature your **TOP five skills** that you are proficient at and are relevant to the role.



Use Action Verbs

Use action verbs to make your resume come to life.



Fonts

Stick to these fonts:

Arial | Calibri | Helvetica
Tahoma

Use an 11-point font. 12-point is also acceptable but not larger.



Work History

Best practices state to only list the last ten years of work experience on your resume.



Avoid

Avoid using the following:

- Unprofessional email address
- Emojis
- Any font color other than black
- Typos
- Filler and fluff

PROFESSIONAL PROFILE

A descriptive summary of your qualifications, talents, and what you bring as an employee to the company. Since most employers only initially spend 5-7 seconds on each resume, professional profiles highlight your most marketable skills at the top of the resume.

Your professional profile is the easiest way to modify the resume to the job you are applying for. This is a great place to mirror the language the employer is using in their job description and catch their attention!

The professional profile should include descriptive adjectives that apply to you, your job title, key skills you bring, and quantifiable achievements. This is a general formula:

[Adjective] and [adjective] [job title] with [key skill 1], [key skill 2], and [key skill 3].” Follow this with a sentence or two about your achievements and concluding statement that emphasizes your fit for the job.

Examples:

“Compassionate and dependable Certified Nurses Assistant with hands-on clinical training in long-term care and acute settings. Skills in assisting patients with daily living activities, monitoring vital signs, and maintaining a safe, clean environment. Known for empathy, strong communication and a calm professional presence. Dedicated to supporting quality patient care and teamwork in every healthcare setting.”

“Reliable and safety-focused CDL driver with 7 years experience operating Class A/B commercial vehicle for regional and long-haul deliveries. Proven track record of on-time deliveries, maintaining accurate logs, and ensuring vehicle compliance with DOT regulations. Recognized for achieving a 98% on-time delivery rate over the past 3 years while maintaining a clean driving record. Skilled in route planning, cargo handling, and providing excellent customer service. Committed to safety, efficiency, and professionalism on the road.”



ACTIONS & RESULTS

To write effective job experience, focus on results and accomplishments, not just responsibilities. The bullet point under each job should highlight your most significant and relevant achievements, demonstrating the value you brought to the company.

Action Verb +

Description of Task +

Impact of Work

- Processed over 250 customer orders per shift, maintaining high speed and accuracy during peak hours.
- Trained and mentored 15 new staff members, fostering a team culture focused on speed and accuracy.
- Developed upselling strategies that drive sales up by 17%.

Example of Action Verbs

Management: Administered, Assigned, Coordinated, Developed, Directed, Evaluated, Improved, Increased

Communication: Addressed, Edited, Wrote, Interpreted, Lectured, Motivated, Negotiated, Promoted

Clerical: Approved, Collected, Compiled, Dispatched, Implemented, Organized Operated, Monitored

Research: Diagnosed, Examined, Identified, Interviewed, Summarized, Systemized

Technical: Assembled, Built, Calculated, Designed, Maintained, Operated, Remodeled, Repaired, Trained

Teaching: Advised, Coached, Enabled, Encouraged, Explained, Facilitated, Guided, Informed, Instructed

Financial: Allocated, Analyzed, Appraised, Balanced, Budgeted, Calculated, Forecasted, Managed, Projected.

Creative: Acted, Created, Designed, Fashioned, Founded, Illustrated, Introduced, Invented, Performed

Helping: Assessed, Assisted, Counseled, Demonstrated, Educated, Guided, Referred, Represented.

SAMPLE

First Name Last Name

Phone Number, Email Address, Web Site (if appropriate)

PROFESSIONAL SUMMARY:

SKILLS:

RELEVANT WORK EXPERIENCE:

Title of Job, Place of Employment (June 2021-May 2025)
City, State

- Job Duties, Responsibilities using Action Verbs and Results
- Another one
- Another one

Title of Job, Place of Employment (July 2018-May 2021)
City, State

- Job Duties, Responsibilities using Action Verbs and Results
- Another one
- Another one

Title of Job, Place of Employment (December 2011 - July 2018)
City, State

- Job Duties, Responsibilities using Action Verbs and Results
- Another one
- Another one

EDUCATION

Degree, Major

Institution, City, State

Graduation Date or Expected Graduation Date

- Only add your GPA if you are still a student or a recent graduate. Also, only if your GPA was between 3.5 – 4.0

TOP FIVE RESUME MISTAKES



Spelling and grammar errors

Missing email or phone information

Not demonstrating results

Not well organized, concise, or easy to skim

Using passive language instead of action words

DO:

- Be consistent in format and content.
- Make it easy to read and follow.
- Use consistent spacing, underlining, italics, bold, and capitalization for emphasis.
- List information in REVERSE chronological order (most recent first).
- Avoid information gaps. If you have a time gap between jobs or training, prepare to explain it in your cover letter.
- Be sure your formatting translates properly into a PDF.

DO NOT:

- Use personal pronouns (such as I or We).
- Abbreviate
- Telling a story – stick to facts.
- Use slang.
- Include a picture.
- Include age or gender.
- List references.
- Start each line with a date.

APPLICANT TRACKING SYSTEMS

Commonly referred to as “ATS”, Applicant tracking systems are used by 75-90% of larger companies and organizations. These tools screen, sort, and keep track of applications. Typically, ATSs **rank your resume**, placing you somewhere on a list of applicants. The higher you are on the list, the more likely you are to get an interview. Your goal is to get to the top of the list and the best way for that to happen is to understand how the ATS works and how to use it to your advantage.

Though ATS programs work in many ways, they are primarily programmed to look for keywords. That’s why including those relevant keywords in your resume is crucial. The ATS looks for these terms, and the more you have, the more highly it ranks your application.

Step 1: Begin reading the job posting. Make a list of words or phrases you see throughout the job posting that relate to the duties or goals of the positions. These are **KEYWORDS**.

Step 2: Sprinkle these words thoughtfully and sparingly throughout your resume. For example, if you use the phrase “customer service” on your resume but the job posting uses “client success”, go through your resume and change every instance of “customer service” to “client success”.

- Do not stuff keywords. Only use the keywords that pertain to your skill set and experience.