

RÉSUMÉ TIPS

- Target 5-10 employers for which you would be a “good fit” based on your experience.
- Customize your résumé for each position for which you are applying using language similar to the company’s in the job posting.
- Create a one-page résumé if you have less than 7 years’ experience -- two pages with 8 years plus. If you have extensive experience, add a biography to capture that experience.
- Incorporate key words emphasizing your strengths and use them as “headlines” to introduce the employer to your contribution to the company.
- Make a clear case for why you are the best candidate by directly addressing the potential employers’ needs.
- If you are new to the workforce or are making a career change, provide a *Career Objective*. If you have more than 5 years’ experience, provide a *Career Summary* of your accomplishments.
- Join professional organizations, perform relevant volunteer work, and increase your knowledge base in your desired field if you are making a career change.
- Add a hyperlink for each position held for easy access.
- Highlight your professional achievements from a historical perspective but also in such a way that speaks to the direction in which you are headed career-wise.
- Focus on your individual contributions to the positions you have held rather than simply listing your duties.
- Ensure that all the résumés (and/or work experience) you have posted online actually match what you are presenting in your interviews. (i.e. *LinkedIn, Facebook, Maryland Workforce Exchange, et. al.*).



Reasonable Accommodations Statement

"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."

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POCKET RÉSUMÉ



The information below is often requested on a job application. Complete this Pocket Resume ahead of time and be sure to keep it with you to use as a quick reference in your job search.

Career Objective Summary | *Define goals and/or accomplishments*

Education | *List most recent school first*

School _____ Years Attended _____
Address _____
City _____ State _____ Zip _____
Area of Concentration _____
Degree/Certificate _____

School _____ Years Attended _____
Address _____
City _____ State _____ Zip _____
Area of Concentration _____
Degree/Certificate _____

Work History | *List most recent job first*

Company _____ Dates Worked _____
Address _____
City _____ State _____ Zip _____
Job Title _____ Ending Salary _____
Supervisor _____ Contact Info _____
Duties _____

Company _____ Dates Worked _____
Address _____
City _____ State _____ Zip _____
Job Title _____ Ending Salary _____
Supervisor _____ Contact Info _____
Duties _____

Work History (cont'd)

Company _____ Dates Worked _____
Address _____
City _____ State _____ Zip _____
Job Title _____ Ending Salary _____
Supervisor _____ Contact Info _____
Duties _____

Skills | *List computer interfaces and special programs*

Honors | *List awards, certifications, etc.*

Military Experience | *List branch, rank, and dates*

Professional Affiliations | *List professional/civic organizations*

References | *Ask permission for use prior to inclusion*

Name _____ Title _____
Company _____ Phone _____

Name _____ Title _____
Company _____ Phone _____

Name _____ Title _____
Company _____ Phone _____