

What is a Resume?

- Your resume acts as your first professional impression to an employer.
- Ready your resume to impress potential employers.
- Your resume tells a story of your experience and talents as it relates to the job you are applying for.

Include Key Components

- Personal Contact Information
- Objective and/or Summary of Qualifications
- Work History Experience
- Education

Optional parts to include in your resume

- Awards/Achievements
- Languages
- Community Service

Resume Formatting Tips

- Set your font size to 10, 11 or 12-point and set margins to no more than one inch on all sides.
- Do not use “I” or other first-person pronouns.
- Use past tense in describing past jobs and use present tense for current positions.
- Use styles like: Bold, Italics and Underline to break up the text and make it easy to read for the reader.
- Use bullet points as you describe your work history and be consistent throughout sections of your resume.
- Always double check for grammar, punctuation, spelling and use a professional email.
- Do not fabricate, exaggerate or include something that you would not want to discuss during an interview.
- Private sector resumes – strive for one page - last 3-10 year work history – check job post.
- Public sector resumes can vary - up to two pages – up to 10+ year work history.

“An ARIZONA@WORK Employment Counselor can assist you with a resume”

Email dersreentry@azdes.gov to connect with an employment specialist. You can also Schedule a Virtual Appointment to meet with an employment specialist from our DES website <https://des.az.gov/services/employment/job-seekers>