

# #DSWORKS®

## Resume Reference Guide



### Personal Information

- To make your resume stand out, it can be a great idea to have your name in a large font size at the top of the page.
- Include as much personal contact information (phone number, email address and home address) as possible. This will avoid communication issues.

### Candidate's Objective

- The Objective statement is trying to capture a candidate's motivation and interest as they apply for employment.
- It is important to be as specific as possible. Rather than stating generic goals, you should identify why your professional goals relate to that company or position.
- Make sure to state why your goals will add value to the company.



### Education Description

- When describing your education history, share the following information:
  - Degree or Certification Attained
  - Name of the School
  - City and State of the School

- Years attended
- Providing additional information about activities you took part in school can be valuable. These include:
  - Participation on a Sports Team
  - Volunteering
  - Involvement with Clubs
- If you are currently enrolled in school, please make sure to include your expected date of completion.



## Summary of Experience

- A professional experience section can include; paid employment, volunteer positions, internships and other experiences that helped develop career skills.
- List these experiences in the order of when they happened. The most recent one at the top.
- Avoid listing experiences that were shorter than three months. Unless, it was an internship, seasonal job or volunteer position.
- When describing a professional experience, have where you worked be the central part of each one you list.
- Include the following information when describing each opportunity:
  - The name of the company
  - Your title
  - The city and state you worked
  - The period of time you were involved in that opportunity
  - Description of your job duties – this should be roughly three to five bullet points
- Use your previous experience to show you have the skills and experience for the job you are applying for.



## Overview of Skills

- This overview should feature a brief (no more than six) list of skills that are relevant to this specific position.
- Avoid defining skills in a one-word bullet, but rather define them in a complete sentence.
- This section does not need to be included on a resume if you have limited space. These skills are likely mentioned throughout the experience section.

## Additional Comments

- When using a word processing software like Microsoft Word, refer to the formatting features to make your resume stand out.
- However, make sure to keep your resume looking professional when going through the editing process.
- Try and keep your resume to one page. This can be a challenge once you have gained a larger amount of professional experience.
- When applying for different employment opportunities, you should tailor your resume for that specific position. This means that you may have to appropriately edit each version of your resume.