

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’ve held rather than simply listing your duties.
- ✓ Be sure that all the résumés (and/or work experience) that you have posted online actually match what you are presenting in your interviews. (*i.e. LinkedIn, Facebook, Maryland Workforce Exchange Virtual One Stop, et al*)

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POCKET RÉSUMÉ

The information below is often requested on a job application. Complete this Pocket Résumé ahead of time and be sure to keep it with you 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 _____

POCKET RÉSUMÉ

Work History (cont'd) | *List most recent job first*

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 _____