**Fairfax Virginia Career Works Center Resume Tips**

A resume is a one to two-page typed summary that highlights your skills, experiences, and education relevant to your job search.

Tailor your resume to every job that you are applying for based on key words in the job description, relevant experience, and qualifications listed.

* You may consider having multiple versions of your resume.
* **Do not send out the same resume to every job opening.**

**A resume is used to:**

* Convey one message: *This is how I made things better for the companies I worked for.*
* Make an impression on the employer to secure a job interview.
* Network. This can be done through phone calls, emails, and attending job fairs.

**A resume should include:**

* Header
  + Contact information including your preferred name, full street address, email address, phone number, and optional LinkedIn profile link.
* Headline and summary (optional)
  + Replaces the traditional objective with a more powerful statement of your career goals and what you will bring to the position you are applying for.
* Summary of qualifications
  + List of relevant transferrable skills, accomplishments, and qualifications that you will bring to the position and your level of expertise in each.
* Work history (professional experience)
  + Detailed list of full-time and part-time paid positions and/or unpaid internships or volunteer work.
  + Start from the most recent position and work backwards (reverse chronological order). In most cases, this section should date back no more than ten years.
* Education
  + List of educational achievements.
  + Start from the most recent and work backwards (reverse chronological order).

**A resume should NOT include:**

* Objective
  + This is highly outdated and unnecessary.
* References
  + Let the employer ask for these.
* Irrelevant personal information
  + Your Social Security Number, race, disability, marital status, or any other personal information should never be included.

**An effective resume format should use:**

* Bullet points to break down information into readable chunks and highlight key points.
* The same amount of space before and after headings, between bullets and sections, etc. This gives your resume a uniform look.
* Size 10 to 12-point font (with exception to your name) and no more than two styles. The best fonts include Calibri, Cambria, Garamond, Arial, Times, and Time New Roman.