# Resume Tips

**Formatting**

1. Use clear section headings and make them stand out with bold type, capital letters, and/or a different color.
2. Make sure there is plenty of white space—an overcrowded resume is hard to read.
3. Skip the fancy graphics and/or fonts.  Use two or three different fonts and styles at most unless you are applying for a design position.
4. Use MS Word or Google Docs for creating your resume; however, note the preferred method of submission such as .PDF or .RTF formats.
5. Use reverse chronological format (most recent to oldest) within sections such as Education, Work Experience, Certifications, Organizations, etc.  Use consistent formatting for dates throughout the resume noting dates and time periods, such as Nov. 2017 – Apr. 2019 or  2015 – 2019.  If you are still currently employed or attending use – Present instead of Current or a future time period.
6. Use consistent capitalization in section headings and bullet points
7. Proofread, proofread, proofread and then ask others to proofread for you.  Check for spelling, capitalization, punctuation, and grammatical errors.
8. Use tabs to align information not spaces (example is to set a right align tab at the right margin to use for alignment of dates for education, work experience, activities, etc.)

**Heading Section**

1. Your name should stand out from the rest of your heading information.
2. Include your phone number, email (be sure it's appropriate and professional), and mailing address in the heading section.
3. If you have a LinkedIn account that is up to date and relates to the field you are trying to enter, include your contact information for that account also.

**Summary or Objective Statement**

1. Consider using a Summary Statement instead of an Objective Statement.  A resume objective tells the employer what you want as compared to the Summary Statement which explains what value you can bring to the employer.

**Education Section**

1. List your most recent education first.
2. If you are still enrolled at an educational institution, use a format such as 2017 – Present.
3. Include the program area(s) you are enrolled in at Northwest Technology Center.

4. Be sure to list Northwest Technology Center for our school, not Vo-Tech or North West Tech.
5. You may want to list any concurrent college classes you have taken or are enrolled in.

## Certifications and Licenses Section

1. List your most recent certifications first.
2. Be sure to add all information relevant to the certification or license such as the accrediting agency.
3. Be sure to add the ACT WorKKeys National Career Readiness Certificate if you have earned a 3 or higher on each of the three exams.
4. Be sure to add any ASE Certifications you have earned if you are in Auto Tech.
5. Be sure to add any licenses or certifications you have earned if you are in Electrical Trades, Practical Nursing, Health Careers or other programs in which licensures or certications are required.

## Experience Section

1. Put your most recent or latest experience first. Most employers still prefer to the reverse chronological format.
2. List your responsibilities and accomplishments in easy to skim bullets – not in paragraphs.
3. Starts each of the bullets with a strong action verb. View examples at https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome.
4. Wherever possible, add numbers and results to your bullet points to show the impact you had in a role. How frequently did you do a task? How big was your team? How many people used your product? How many dollars worth of sales did you have?
5. Your resume bullets should be in past tense if you're referring to past jobs and present tense if you're talking about your current roles.
6. List the company name as well as your role or job description.
7. Look at advertised job openings as well as ACT Job Profiles Database for ideas for tasks and skills.

## Key Skills Section

1. Make sure the skills you list match the requirements in the job description. Read the job description carefully to see which skills, programs, and keywords are mentioned or could be utilized when hired.
2. Include any key skills that you have learned or acquired either thru training or on your own such as specific computer software program, Google Suite applications, ability to drive specific equipment, etc.
3. Look at advertised job openings as well as ACT Job Profiles Database for ideas for skills.

## Organizations and/or Activities Section

1. List most recent experiences first.
2. Provide descriptions of membership roles, responsibilities, or tasks performed when possible.
3. Can you list leadership or special skills you displayed during these activities?
4. Use action verbs when describing or listing activities or events you participated in.
5. Be sure to list NWTC organizations such as (BPA) Business Professionals of America, SkillsUSA, and HOSA (Future Health Professionals).

## Volunteer or Community Service Section

1. Listing volunteer work or other interests can help you highlight transferable skills and personality (as long as professionally appropriate).
2. List most recent experiences first.
3. Can you list leadership or special skills you displayed during these activities?

## Honors and Awards Section

1. List most recent honors and awards first.
2. Add date of honors and awards and institution or agency involved.
3. Returning NTWC Students be sure to include any honors or awards from NWTC such as NTWC Student of the Quarter, NWTC Perfect Attendance, NWTC Student of the Year Nominee, etc.
4. NWTC Students should be sure to list any scholarships received through NWTC such as Otha Grimes Scholarship, NWTC Foundation Scholarship, etc.

## References Section

1. List your references on a separate page.
2. Use the same heading for your references page as you did on the first page of your resume.
3. List all information necessary for each reference so the employer can easily contact your references (name, job title, company, phone number and/or email address as the minimum).
4. Contact your references BEFORE listing them as a reference for you!
5. Give your references a heads up each time you apply for a different position or job if there has been a longer time period between job applications.

## Additional Tips or Requirements

1. If you have more than one page for a resume, you may want to add a footer or header that includes your name and page number.

2. Put a copy of your resume in the Shared Folder I created for you in Google Drive.  The reason for uploading or creating a copy in that Shared Folder with your name (First Last AlvaCC2020) is so I can have access to the resume in the future even after you get deleted from your home high school account!

Additional Resources:

https://www.themuse.com/advice/how-to-make-a-resume-examples
https://www.themuse.com/advice/resumes
https://theinterviewguys.com/best-resume-format-guide/
https://www.offtheclockresumes.com/blog/21-resume-tips-for-2021