

A résumé is a one- or two-page summary of your education, skills, accomplishments and experience. Your résumé's sole purpose is to get you an interview. It is your first shot at selling yourself to a potential employer.

To prepare an effective résumé, you need to present your experience, skills, qualifications and achievements and relate them to the job you are applying for. Present only the skills, knowledge and abilities that demonstrate your ability to perform the job.

Other tips to remember

- Make your résumé short – one page, if possible, two pages at most.
- Use lots of white space for easy reading.
- Use neutral colored quality paper – ivory or gray.
- Create your own résumé targeted to each job you apply for.
- Use conservative fonts like Times New Roman or Arial.
- Be consistent with bolding, underlining and other typographical techniques.
- Give it a neat and clean appearance – no staples, coffee stains or crumples.
- Use action verbs in the past tense to describe former job duties and use action verbs in the present tense to describe your current job.
- Quantify if possible. Show numbers and percentages when appropriate. Example: “Contacted 20 customers per day.” or “Sold \$50,000 worth of merchandise per month.”
- State if accomplishments produced tangible results for the company.
- Avoid paragraphs; use bulleted statements to present information.
- Proofread it for grammar, punctuation and spelling errors.
- Ask someone to proofread your résumé for errors.
- Avoid including salaries or the reason for leaving the last job.
- Ask yourself “Would I interview this person?” based on your résumé.
- Keep your résumé current.
- If requested, place your references and salary history on a separate page, not on the résumé itself.
- Complete your résumé with a tailored cover letter.

labor.idaho.gov/jobseeker