



## Resumes from TOP to BOTTOM

### NAME

- For those of us on multiple social networks, it is important to make sure our name matches across all of them.
- Search your name online. If your name is too common then something should be done to differentiate yourself from the others. For example, if your name is Robert Jones, add your middle initial Robert T. Jones.
- It is difficult to get rid of bad content on the Internet but one way to solve this is to bury bad content by creating good content. For example: start blogging, use LinkedIn more, give online reviews, donate to a friend's charity online. These techniques will help to bury the bad content.

### ADDRESS

- This seems simple but there are some mistakes that can raise red flags. Use only your City, State and Zip Code on your resume. The full address is not needed and only takes up necessary space that could be used for something else.
- If you are in the process of moving or plan to than use the city of the job you are applying. Don't leave a Michigan address on a resume you are using for a job in Arizona.

### PHONE

- If possible, use only a cell number. You do not want to direct callers to a home that might be empty forcing them to leave a message that likely will not get checked again until after work hours.
- Keep your voicemail professional. Example: "Hello. You have reached Joshua Jobseeker. I am not available to take your call at the moment. Please leave your name and number and I will return your call as soon as I can. Thank you and have a good day." This assures the caller that they are reaching the intended candidate and not someone else.
- DO NOT use ring back tones during your search for employment.
- DO NOT let your children or grandchildren leave your voicemail message.
- Choose a quiet place to make your recording.

### EMAIL

- Michigan Works! staff recommends that you create an email account solely for job searching. The reason being is that we use our emails for numerous purposes which can clutter our inboxes with junk mail. Starting a new email that is only attached to job searching websites is best.
- Keep the email address professional. Try using your name if possible
- Avoid using dates as they may be seen as a possible birthdate which could lead to someone finding out your age.
- TIP: Email your finished resume to yourself so you can forward it from your smartphone at a moment's notice. The job market can move fast, and you have to be ready for it.

## **LINKEDIN**

- Do not put your LinkedIn account address on your resume unless you are actively using the account.
- Make sure you have a profile picture of yourself that is professional. (For more information, attend our Social Media Workshop.)
- Modify your LinkedIn URL to make it easier for people to use. Example: LinkedIn.com/in/Joshua-JobseekerDJ5824LK can be changed to LinkedIn.com/in/Joshua-Jobseeker

## **CAREER SUMMARY**

- Career Summaries are short statements describing you professionally. They have taken the place of the Objective. (See HANDOUT 6.)

## **SKILLS**

- This section of your resume is the most commonly viewed and is very important when describing what you as a candidate are capable of.
- It is beneficial to use quantifiable information here as it helps to paint a picture for the reader. (See HANDOUT 7.)
- Lead each bullet with an action verb. Example: Instructed, Facilitated, Produced.

## **WORK HISTORY**

- You have two options when showing work history. You can show multiple positions within one company or one job title during your tenure. Never lie on a resume.
- Putting the words "Present" or Current" under your most recent job shows you are currently meeting the qualifications for one job which can certainly help you as you are looking for new employment. Employers would rather steal a candidate who is currently working then take a chance on someone who is not working.
- When it comes to staffing agencies, list the company ex. GM and (Kelly Services). However, if you have been bouncing around, it might be better to list the staffing company then the locations you were at and the time frame.
- Try not to go back more than 10 years on your work history. An exception to this rule is when you are trying to highlight a job you had that is pertinent to the job you are applying for or if you have been there for 30 years. Choose the best resume layout for you: chronological, functional, or combination.
- When dealing with gaps in employment, there are a lot of things you can do. For example, if your work history is spotty or inconsistent, put it at the end of the resume, not towards the top. Also, you have to ask yourself, were you really not working this whole time or were you doing something that may count as work history? Taking care of children or an elderly parent can count towards some type of experience as can volunteering once a week during your 5-month layoff. That is work experience. Just because you did not get paid for it does not mean you cannot count it. The same goes for being in school. Make the reader understand what it is you have been doing to keep yourself busy.

## **EDUCATION**

- Ask yourself this question: Will this help me land an interview and/or job or will it hurt me?
- Non-relevant education may be seen as a hinderance to an employer.
- Does your education show you are seeking a different career? If so, leave it off.
- If your education is related to the job, or it's a requirement of the position then include it on your resume, even if you have not yet completed. Make sure to add "In Progress" or "Current" so the employer knows you are still trying to obtain that credential.
- High school is only relevant for the position if the job posting says it is.
- For younger job seekers, list extracurricular activities, accomplishments, etc.
- Make sure to include the education institution along with the correct name of the degree you have obtained.

CORRECT: **Michigan State University**, Bachelor of Science, Engineering

INCORRECT: **Macomb Community College**, Some general classes

## **CERTIFICATIONS**

- Ask yourself this question: Will this help me land an interview and/or job or will it hurt me?
- Certifications can show you are relevant and valuable to hire.
- If certifications have expired, leave them off your resume.
- If it's a customer service certification you received at work and it's not recognized anywhere else but that company, put it under the Accomplishments or Achievements section. It is not a certification.
- Make sure to include the proper title of the Certificate along with the issuing party.

CORRECT: CPR, The American Red Cross (current)

INCORRECT: CPR

## **VOLUNTEERING**

- Ask yourself this question: Will this help me land an interview and/or job or will it hurt me?
- It is best to include volunteering experience if you are a new graduate, changing careers or returning to the workforce and you need some type of experience to put on your resume.
- Use caution when putting down volunteering that was done for political organizations or religious groups.
- 41% of respondents consider volunteer work to be as valuable as paid work when evaluating candidates, according to a survey conducted by LinkedIn:  
<https://www.kickresume.com/help-center/how-write-volunteering-resume/>