

## Resumes: Before you start

Have the following information:

- Your address, phone number, and email address (if you have one)
- Former and current employers
  - Your job title
  - Name of company
  - Address
  - Years worked there
  - Brief list or description of accomplishments, duties, and skills
- Education
  - Degree or certificate earned
  - Name of institution
  - City and state of institution
  - Date degree or certificate earned
  - (optional) list of classes especially relevant to the job sought
- List of skills and certifications relevant to the job you hope to get
- Three references with name, title, company/organization name, address, and telephone number. Make sure they know you've listed them as a reference!
- Copy of the job description(s)

### Typical sections of a resume:

- Your name, address, and telephone number
- Objective – list the job title or briefly describe your career objective
- Work Experience – list most recent job first
- Education – list most recent first. If you graduated from college, omit high school information
- Qualifications (optional) – list of skills and certifications relevant to the job position sought
- References – can list, state “Available upon request,” or omit. Read the job posting carefully. Some require references to be sent with the application or resume.