

# Résumé Tips

Choose your words carefully.

Avoid using the personal pronoun "I" and begin sentences with varying action verbs.

Also, using too much jargon can be viewed as résumé "fluff." Use positive modifiers for emphasis such as *Creatively*, *Efficiently*, and



*Tactfully*. Describe current duties in present tense; use past tense to describe past jobs.

Quantify duties and achievements.

If your résumé includes several achievements, place them in order of financial significance.



For detailing duties, explain the "how many? how often? how quickly?" to give general duties more impact.

Post your résumé on CTHires

With [www.CTHires.com](http://www.CTHires.com), the Labor Department's no-cost online job bank, you can post your résumé, search for jobs, find local employer recruitment events, and access career sites.



Have your résumé professionally critiqued at your local *American Job Center*.

*American Job Centers* have Certified Professional Résumé Writers available for critiques at no cost to you.



For more information about our services, visit any *American Job Center* office.

Bridgeport PH: 203-455-2700  
2 Lafayette Square - (GPS: 350 Fairfield Avenue)

Hamden PH: 203-859-3200  
37 Marne Street

Hartford PH: 860-256-3700  
3580 Main Street

Montville – (GPS: Uncasville) PH: 860-848-5200  
601 Norwich-New London Tpke., Ste 1

Waterbury PH: 203-437-3380  
249 Thomaston Avenue

### Affiliate American Job Centers

Not all services are available at these sites

Ansonia PH: 203-397-6647  
4 Fourth Street

Danbury PH: 203-730-0451  
185 Main Street

Danielson PH: 860-774-4077  
562 Westcott Road

Derby PH: 203-734-3443  
101 Elizabeth Street, 3rd FL

Enfield PH: 860-745-8097  
170 Elm Street, at ACC

Manchester PH: 860-643-2222  
893 Main Street

Meriden PH: 203-238-3688  
87 West Main Street, 2nd Floor

Middletown PH: 860-347-7691  
272 South Main Street

New Britain PH: 860-899-3500  
260 Lafayette Street

New Haven PH: 203-624-1493  
560 Ella T. Grasso Boulevard

Stamford PH: 203-353-1702  
141 Franklin Street 2nd Floor

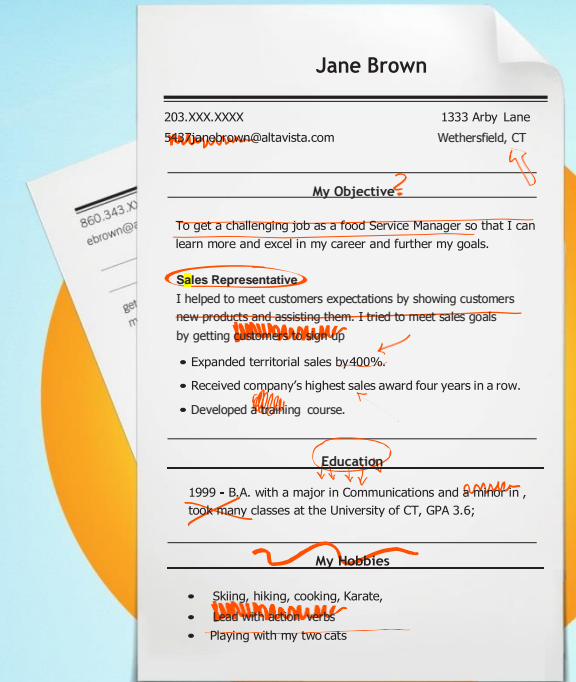
Torrington PH: 860-496-3500  
59 Field Street

Willimantic PH: 860-450-7603  
1320 Main Street, Tyler Square

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## CONNECTICUT'S AMERICAN JOB CENTERS

# A Jobseeker's Guide To Writing



*Tips on creating an effective résumé to attract employers and get the job you*



# Creating an Effective Résumé

Nothing on a résumé is arbitrary; every word must serve a purpose to promote your candidacy for the position you want. Follow these steps to get started.

## What position do you want to target?

Résumé objective statements are rarely used. Placing a target title on your résumé will make it immediately clear what position you are seeking.

## Why are you qualified?

Make your value immediately visible to the reader in the top half of your résumé. What experience, skills, or credentials do you have to offer that make you a top candidate for this job? These details should develop your Profile Statement.

## Where did you gain your experience?

Your Employment History section should detail where you have worked. Provide the city, state abbreviations, company names, dates of employment, and any other responsibilities that relate to the job you are seeking.

## How well have you done?

What are your accomplishments? Were you promoted? Did you make/save the company money? Did you see a problem and implement a solution? Were you given any awards for your dedication/results? Make sure this information is prominent, near the top half of your résumé.

### Name (First & Last)

Phone Number

Street Address

Email and/or LinkedIn

City, State

### HEAD LINE STATEMENT

Target Job Title

### Profile Statement

Key information listed in three to seven sentences. Presents overall picture of what the candidate has to offer. Combines hard and soft skills. Can include relevant computer skills.

### Core Skills Table

- |                      |                     |               |
|----------------------|---------------------|---------------|
| • Areas of Expertise | • Industry Specific | • Hard Skills |
| • Keywords           | • Strengths         | • Buzz Word   |

### Work History

Company Name	City, State	Dates
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### Job Title

- Responsibilities that relate to positions of interest.
- Quantify achievements and duties.
- Lead with action verbs.

### Education

Highest Level Obtained  
Name of School/University  
Degree Earned

## Be employer-oriented.

Ensure all the information promotes your value. Only include details that will pique the reader's interest enough to contact you for an interview. Be sure your voice mail message, email address and contact information are professional and presentable to an employer. These details can easily be used to screen out candidates.

## Target your Profile Statement.

Choose one position to target your résumé. If you're looking for two or three different types of jobs, you must create two or three different résumés. The Headline/Profile Statement should detail your overall value from your career history, training, and relevant skills (including computer skills) for the position you're targeting.

## What education/training do you have that can benefit an employer?

Include only education related or required for the job you are targeting. If you are a recent graduate with minimal work experience, list the Education Section before Employment History on your résumé. If you are not a current or recent student and have been working for several years, the Education Section can follow Employment History.