

Building a Powerful Resume

If you're looking for a job, building a strong resume is the best way to start. It allows you to outline your skills and experience to make yourself more appealing to an employer.

What to include:

1. Your contact Information:

Tell employers who you are and how they can reach you. Preferably at the top of the page type your name and basic contact info, such as cell phone, email and mailing address.

2. Your goal:

In one short sentence, tell the employer what your objective is, or what you hope to accomplish. This is also a good place to state what type of work you desire.

3. Your education:

Start with your most recent school or program. State the award, certification or degree earned plus the date in which it was earned. If you haven't yet finished or graduated an expected graduation date is acceptable.

4. Work Experience:

Start with your most recent employer. Give your job title plus the beginning and ending dates of employment. If you are still employed there, state it as present. On the next line give the employer's name and city/state address. On the next lines a description of a few work examples and skills acquired will give the hiring manager of what you are capable of.

5. Your skills list:

Simply list the names of any important tools, devices, programs, procedures, skills, licenses and systems that you can operate or perform.