

Your Resume

A good resume can be very effective in showing an employer that you are serious about your job search. It can be the difference between you and the people you are competing against for a job.

Parts of a Good Resume

Personal: You need to include your full name, your complete address, and your telephone number. Make sure that the telephone number is one where you can be reached at all times.

Do not include personal information, such as your age, marital status, height and weight, and hobbies.

Job Objectives: This is a statement of the type of work that you are seeking. Make it specific, such as "seeking a position as a cashier". If you are applying for a specific advertised position, use the employer's job title written word-for-word.

Assets/Qualifications and Experience: List skills you have that would show the employer that you are qualified for the position. Consider your skills from school or previous jobs. You may include specific machinery that you have operated, the fact that you are mechanically inclined, your leadership ability, organizational ability, good with detail, work well with people, etc.

Work History: List all jobs you've held and the length of time on each job. You may also include volunteer positions held and part-time summer jobs.

Education and Training: List the schools you have attended and the dates, the main courses you took, and the degrees you received. You may also list scholarships or honors, and extracurricular activities related to the job for which you are applying.

A resume should be only one page.

It should not be too crowded - it should be easy to read.

It should be typed neatly with no errors or whiteout.

Have someone else proofread your resume before submitting it to an employer!!!!!!

This information is supplied as a public service of the Smart Business Resource Center.



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