CareerCenter

A proud partner of the americanjobcenter® network

Resume Tips

Let us guide you through the process.

✓ What to do

- Include information relevant to the job you're applying for and emphasize your skills.
- Use key words from the job posting in your resume descriptions.
- Include your current employment status: where you are employed, how long you have been there, duties and/or accomplishments.
- Include your educational information.
- Write your resume in reverse-chronological order, listing your most recent position first.
- Place your name and contact information where they will be clearly visible. This should include your full name, address, phone number, and email.
- Keep it brief (no more than 1–2 pages).
- Use 8.5" x 11" resume paper and maintain a visually appealing format.
- Always include a cover letter when mailing or emailing your resume. It can be in the email body itself.
- Customize your resume for each job opening.

🚫 What not to do

- Don't use abbreviations (exceptions include middle initial and directions such as N for north in an address).
- Don't mention salary expectations or wage history. If asked, save it for your cover letter or interview.
- Don't use fancy fonts, binders or exotic paper.
- Don't send a photograph of yourself.
- Don't include personal information (age, height, weight, family status, picture, or religious or political affiliation) unless you are applying for a job with one of these organizations.
- Don't name your resume file "resume." Save it with your name.
- Don't include references on the resume. Make a separate list of references.
- Don't include hobbies or social interests unless they contribute to your qualifications for the job.
- Don't staple, tape or fold your resume.

For more information Contact:

Maine CareerCenters

🌐 www.mainecareercenter.gov

✉@ MaineDOL.CareerCenter@maine.gov

📱 207-623-7981 | TTY users call Maine Relay 711

Online
❓ **CHAT LIVE** WITH US

02/23