



RESUME STANDARDS

A resume is an important tool for any job seeker as a means of presenting themselves to an employer as a qualified candidate and to help the job seeker organize their skills and abilities in preparation for an interview.

The VR Fee Schedule requires that a resume be submitted in an electronic format and states, "The resume ... shall be professional in appearance and accurately reflect participant's information, work and educational histories, and be free of spelling and grammatical errors." The resume is a tool a participant will continue to develop as they progress through their career.

Professional in Appearance

- A professional summary/skills statement headline should be used rather than an objective

Formatting

- Standard formatting is one page (8 ½ x 11 with one inch margins) with limited exceptions for individuals with extensive experience in highly technical fields
- Consistent indentations and formatting (bold, italics, bullets, date alignment, etc.) must be used
- Photos and graphics should not be used unless for an accepted industry standard

Font

- A simple format should be used, with a standard font (Times New Roman or Arial preferred) and color (**black**)

Accurately Reflects the Participant's Information, Work and Educational Histories

Heading

- Contact information must be present, current, and appropriate on the top of the resume

Experience

- Action words and complete phrases should be used to clearly describe work performed for each position listed, including start and end dates (month and year) where possible

Education

- The highest level of education should be listed first, including all relevant trainings and certifications
- High school is generally omitted if a further degree has been obtained

Organization

- Experience starts from most recent work and goes backwards
- Education is listed after experience, unless it is recent and relevant to the position
- References should not be included on the resume generally

Limited Work Experience

For individuals with limited work experience, a resume may include:

- Any volunteer experiences, unpaid work (e.g. babysitting, dog walking, lawn mowing)
- Educational highlights
- Skills
- Workshop experiences, and/or
- Personal characteristics

Free of Spelling + Grammatical Errors

- Resumes must be spell checked, error-free and have consistent punctuation and tense

Electronic Format

Resumes must be submitted through a standard editable format (Word file) which allows the VR staff and participant to:

- Edit the resume as skills are gained,
- Target specific opportunities, and
- Update contact information as needed