

Quick and Easy Resume Tips for a Professional Resume

1. Begin your resume with your contact info. Make sure that it current info, and you have listed an email for contact purposes. Review your email to make sure it is professional. Depending on the type of profession you are applying for you may want to consider a LinkedIn page and/or a webpage, or a link to your blog.
2. Describe yourself using a professional summary or profile. This is your time to shine. Discuss skills you have that are relevant, and lead back to the description. Discuss essential skills that make you a good employee. Also talk about future goals and plans if offered employment. You can use bullets, or you can follow a paragraph form.
3. Now is the time to discuss previous work experience. Don't write a job description. Think about positive ideas and solutions that you have provided other organizations. Talk about how you were an asset to the company i.e. how you moved the needle or made profit for the company. Talk about how your role was pivotal for the company. A good method to follow is the STAR method. Situation, Task, Action, and Result.
4. Add a section for you education. Some applicants prefer to move education to the top, depending on your work experience, or the type of career you are pursuing. You can also list courses that you have taken that are relevant to the job you are applying for.
5. Be active in your community and/or clubs on campus that will help you develop in this field. You can add these activities, and call the section Leadership, Community Involvement, or Extracurricular activities. Try hard in these organizations for lead roles i.e. Secretary, President, etc.
6. Just be confident with the material you are sending. Seek a professional opinion if you don't know where to start, or to be sure you are sending material that makes you unique in the workforce.

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