

10 Tips for A Do It Yourself Resume

1. Start off with 1 page in mind; this will keep you succinct and make you choose only your best content. Concurrently, create a LinkedIn profile
2. Use onetonline.org to find content and starting points for converting your experience into relatable content for the role you seek.
3. Avoid posting too many awards or your GPA; you don't want to come across as overqualified or "book smart".
4. Keep your job descriptions to 5-7 bullet points maximum for clarity.
5. Be clear on promotions you've received; not everyone knows what your titles mean.
6. Be clear in your summary/objective of what you are seeking (for example, Seeking full-time management opportunity within 30 minutes of Albany utilizing my experience as a manager and trainer).
7. Create a skills list using your experience and related words on both your Resume and LinkedIn profile.
8. List out your education and training during, before, and after your time in college on both your Resume and LinkedIn.
9. Share any organizations/volunteer experience you've engaged in.
10. Regularly update your resume (every 30 days recommended) and have resumes for different roles you are seeking.

Resume, Cover Letter and Career Services

Are you looking to return to the workforce, seeking promotion or a better job opportunity? The Career Service Station can write you your resume and cover letter to **convert your experience into content that translates well to current job openings**, and provide you with guidance and coaching along the way.

ContactUs@CareerServiceStation.com

Schedule a call at <http://meetme.so/RobertBraathe>

