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Tips For Success -- The Resume

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IMPORTANT NOTE: California Unemployment Insurance claimants must go to [CalJOBS](#) to create a resume that can be seen by employers.

A resume is a brief, w ritten summary of your skills and experience. It is an overview of who you are and a tool to present yourself to employers. The goal of a well-w ritten resume is to gain a job interview . Job interview s may lead to employment!

Employers and personnel managers are very busy and tend to rapidly review resumes. Therefore, your resume must quickly catch the employer's attention. Writing a brief, to the point description of your experience and skills can do this. Tell the truth on your resume. Write your resume to describe how your skills w ill meet the employer's needs.

When applying for a job, read the job advertisement or announcement very carefully. Then customize your resume by w riting up your skills to describe and match w hat the employer is looking for. It is helpful to describe your experience and skills by using some of the same w ords the employer used in the job advertisement.

Read each of the WorkSmart resume sections for helpful suggestions, before getting started on w riting your resume.

Preparing to Write Your Resume

Writing a resume requires a little time and planning. How ever, it is well w orth the effort. It is a good idea to begin by w riting a master resume. Having an attractive resume on hand that stresses your strongest skills, better prepares you to attend job fairs and respond to a large number of jobs advertised in new spapers and on the Internet.

Get organized! Before beginning to w rite your resume:

1. Gather information on your past employment: employer names and addresses, and dates of employment.
2. Gather information for personal references: names and addresses.
3. Research information on the employer. (See "Research the Employer" under "How to Find a Job.")
4. Select a quiet area to gather your thoughts and begin w orking on your resume.
5. Decide w hat type of resume suits you best: chronological, functional, or automated. (See "Resume Types" below .)

Resume Tips

1. Make your resume short (one page, if possible, tw o pages at most).
2. Use w hite or ivory paper.
3. Type your resume on a computer, w hen possible. (If you do not have access to a computer visit your local Job Service office, One-Stop Career Center, or local public library for help.)
4. Use action w ords to describe your w ork skills. (See "Action Words" below .)
5. Stress skills, know ledge, and abilities that fulfill the job requirements.
6. Be specific about accomplishments, but do not stretch the truth.
7. Provide information about career goals.
8. Make it attractive.
9. Emphasize most recent jobs.
10. Proofread it for grammar, punctuation and spelling errors.
11. If possible, have someone else check your resume for errors.
12. Save references and personal data for the interview .
13. Avoid date of birth.
14. Avoid salaries or the reason for leaving the last job.
15. Ask yourself "Would I interview this person?"
16. Keep your resume current.
17. Finally, prepare a cover letter to introduce your resume. (See "Cover Letter" below .)

Resume Types

Various Skills

Achieved
 Arranged
 Built
 Collected
 Contributed
 Delivered
 Designed
 Dispatched
 Examined
 Improved
 Increased
 Informed
 Maintained
 Organized
 Performed
 Purchased
 Prepared
 Scheduled
 Supervised
 Trained

Technical Skills

Assembled
 Balanced
 Built
 Calculated
 Cut
 Designed
 Detected
 Developed
 Formed
 Generated
 Inspected
 Installed
 Maintained
 Molded
 Operated
 Packaged
 Processed
 Remodeled

Sales Skills

Accomplished
 Arbitrated
 Budgeted
 Computed
 Consulted
 Demonstrated
 Dissuaded
 Exceeded
 Forecasted
 Generated
 Increased
 Influenced
 Marketed
 Ordered
 Persuaded
 Produced
 Projected
 Promoted
 Realized
 Saved
 Sold

Communication Skills

Addressed
 Authored
 Clarified
 Created
 Demonstrated
 Drafted
 Presented
 Persuaded
 Proofread
 Reported

Clerical Skills

Assigned
 Balanced
 Catalogued
 Charted
 Compiled
 Composed
 Distributed
 Edited
 Followed up
 Identified
 Ordered
 Planned
 Prepared
 Recorded

Helping Skills

Assisted
 Attended
 Comforted
 Consoled
 Encouraged
 Facilitated
 Guided
 Helped
 Nursed
 Reassured
 Served
 Supported
 Tutored

Additional Resume Resources on the Internet

Refer to the Internet sites below for additional information on writing a resume. These links are provided for the convenience of our users. The EDD is not responsible for content of these sites and no endorsement is implied.

JobStar "Resumes"

<http://www.jobstar.org/tools/resume/index.htm>

The Resume Shop

<http://www.cyber-north.com/resume/>

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