

# Ingredients Of An Effective Resume

## Summary of Qualifications

These should match what the current position requires. Five popular areas that most position like to focus on are as follows. Please use bullets

- Customer Services
- Management Skills
- Leadership/Training Experiences
- Computer Technology
- Applicable Language Skills

## Work History/Experiences.

Include your previous job **titles**, company/organization **names**, **locations** and **years** that you worked there in reverse chronological order. Don't bother with months; and limit history of work to the last 10 years. Candidates who describe their past employment history in great details are judged as people who display their laundry lists. These kind of resumes are likely to invite hiring agencies to drop them from any further contacts – telephone inquiries/job interviews.

## Education History.

Include Degree/s, Schools, and Years. You may list any relevant continuing education courses/seminars that may add value to this particular position. Important and relevant certificates that you earned should be listed here with the Name, Place, and Year.

## Scholarship and Awards

List the industry specific and relevant ones that you were awarded, including Award Type, Name of Institutions, and Years.

## Community Services and Volunteering Work:

This is very important for applying a job at either a regular company, government agency, or a non-profit organization. Almost every industry now-a-days considers community involvement an essential part of running a sound business. Your Boys Scout/Girls Scout activities and civic fund raising chairmanship may be way back; but they still count!

## References upon Request.

Bring two copies of your three references to every interview with names and phone numbers only. Their addresses and relationships with you are not necessary.

It is the first **seven seconds** that a busy human resource professional peruses your resume. If that person doesn't find anything from the **Summary of Qualifications** impressive, he/she won't go on, thus your resume will not land on the **To Call File** for **Telephone interview**  
Resume with no more than 3 fonts on one page is easier to read. You need to leave plenty of **white space** on the **right side** for interviewers to write notes.

Bernice Kao, Career Coach, Fresno County Library. Got any question? E-mail [Bernice.kao@fresnolibrary.org](mailto:Bernice.kao@fresnolibrary.org) or log on [www.fresnolibrary.org/jcs](http://www.fresnolibrary.org/jcs)