

Resume Tips from Recruiters & HR Managers

- After your contact info, include a brief section: **Skills & Experience Summary** that in bullet points lists your top 3-5 skills and experience for a job.

This provides a quick way to see whether you might be a good fit for a job. Even if you provide a cover letter, someone may look at your resume first.

- Then include your **Education** and **Experience** sections.
- Include an example of your ability to work independently and in a team.
- If there are any technology requirements such as Internet access, etc., and you can satisfy them, say so at the end. Also, most employers have a tech/IT person who'll help you get set up if needed when starting a job. (You can also ask tech questions on our forum.)
- Use a font and formatting that's easy to read and follow; keep your resume to 1-2 pages if possible.
- Start each point of your experiences with an action, for example,
 - Researched information online and summarized reports
- Include a result for each of your experiences, for example,
 - Completed projects on-time and within budget

Cover letter

- A cover letter in the form of an email is generally fine, but attach a PDF or Word version of the cover letter to make it easy for your reader to print.

- A brief, 2-4 paragraphs on **why** you are interested in the job and how you would contribute to the employer's work or efforts are very helpful.

Making a career change

- In your cover letter, mention a few of your relevant skills and experience too.
- If you need more examples of skills and experience, don't forget to consider volunteering or what you've done in a group or community.
- You can also develop skills or earn any required certification by taking an online course, or one at a local college or program.

Tips on following up

- Email or call the employer's HR department or contact person for the job about a week or two after you sent your resume, depending on how long ago the job was posted. Not all employers include their contact info, but you can generally call the company or organization's main number and ask for the HR dept. or contact person.
- Mention your name, the position you applied for, and why you'd be a good fit for it.
- Ask whether it'd be possible to schedule an interview.

You may not need to follow up; some employers follow up or schedule an interview with you if they think you're a good fit soon afterward. If you haven't heard within a week to two weeks of sending your resume or any specific deadline, it doesn't hurt to try following up as it can show initiative and interest.