

HOW TO BUILD OR REBUILD YOUR RESUME

RESOURCE LIST

RESUME WRITING TIPS

1. **Format your resume so it is easy to read and identify your qualifications.**
 - Make sure your name, contact information (phone number and e-mail), and location are clear. You do not need to include your full address, simply put the city and state you are located.
 - Look at various standard templates to see where information is typically put on a resume.
2. **Keep your resume short and direct.**
 - The general rule for building a good resume is to keep it to one page. To do this, focus on including recent and relevant experience.
 - Prioritize your skills, qualifications and experiences that are applicable to the job you are applying for. This may mean tailoring your resume for different job applications.
 - Carefully review the job posting and identify appropriate keywords to include in your resume.
3. **Highlight relevant skills and experience.**
 - If you do not have work history that directly relates to the job you are applying for, draw on experiences outside of work such as volunteer experiences.
 - Draw on the skills you used in the position and how your contributions benefited the organization or project on a larger scale.
4. **Demonstrate results with numbers and metrics.**
 - If you can, using metrics can highlight your achievements and give hiring managers or recruiters a clear sense of how you impacted your previous place of employment.
 - If it is important for job functions, include technical skills such as Microsoft Suite etc.
5. **Craft a career overview or objective statement.**
 - If you are changing careers or are early in your career and have little direct experience, an objective statement can help focus the reader and give them a better understanding of why you are applying for the job.
 - Ask yourself: How would you describe your work experience in one sentence?
 - This summary is an opportunity to sum up your most relevant and important skills and experience right off the bat.
6. **Think beyond your job duties.**
 - Provide concrete examples of your accomplishments in previous positions that highlight your actions and results in previous positions.
7. **Check for errors.**
 - Triple-check your resume and then have someone else look over it.
 - Review formatting closely to make sure your font, alignment, spacing etc. are all consistent.

LA County Library

Learning Express Job & Career Accelerator offers tools to build your resume, cover letter, prepare for an interview, search for jobs and more!

<https://www.learningexpresshub.com/ProductEngine/LELIndex.html#/learningexpresslibrary/library/home?AuthToken=86BCADBE-6152-4E02-8172-1C3F8AC86141>

Los Angeles Public Library

Through the Los Angeles Public Library and Los Angeles County Library, you can access these resources that provide resume writing assistance, interview suggestions, job search databases, and one-on-one career coaches: <https://www.lapl.org/jobs-money/hunt>

- Ferguson's Career Guidance Center is an award-winning online resource for lifelong career exploration and planning. Users can assess their career goals and interests, plan their education, learn workplace skills, find apprenticeships and internships, and conduct a job search.
- Tutor.com provides resume and cover letter review, live help, career coaching, and other career resources.
- Brainfuse JobNow/VetNow is a versatile online service that supports job seekers, veterans, and their families with all stages of job searching, employment transition, navigating the VA, standardized tests, and more.

Los Angeles City College – Job Search Strategies

Your resume is a powerful marketing tool to land an interview. It's an important part of your total package, and must be clear, concise, appealing, and informative. See do's and don'ts here: <https://www.lacitycollege.edu/student-services/ecs/career-center/resources/job-search-strategies>

WorkSource Centers

There are 17 WorkSource Centers located throughout LA that provide a variety of workforce training and job referral programs such as resume building and interview skills.

Los Angeles Work Source Centers: <https://ewddlacity.com/index.php/employment-services/adults-age-24-and-older/worksource-centers>

Career One Stop

Career One Stop's Resume Guide will help you create a resume that will stand out in today's job market: <https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

LinkedIn Learning

Finding a great job starts with writing a great resume: <https://www.linkedin.com/learning/writing-a-resume>