

WHAT MAKES A GOOD RESUME?

At the January 9, 2012 Cross Disability Coalition meeting, Vincent Rossi, from the Department of Labor and Training, presented information on **“How To Write a GOOD Resume using the Employri Website.”**



The website www.employri.org is where you will find the tools available in the **“Resume Builder”** section to help you prepare your resume in a focused, structured manner. Your resume is what can get you an job interview and it should serve as the primary reference point for an employer to discuss and evaluate your qualifications and skills.

A **Good Resume** should:

- Be one page only,
- Clean and easy to read,
- Include a summary of your work and volunteer experiences,
- List your current job first,
- Use KEY words to describe your Job Duties,
- List your abilities and accomplishments, and
- Show your VALUE to the new employer.

You should not include on your Resume if you quit or were fired from a job. You can talk about that in an Interview, if necessary!

A Resume is the first meeting between you and the employer. It tells a great deal about you. It may help you to get you an interview. It is your calling card, so remember the *“First Impressions can be a lasting one!”*

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