

Resume Writing Tips



Michigan Civil Service Commission - Office of Career Services

Your resume provides the opportunity to present the skills, knowledge, experience, and education you will bring to the position. Standard resumes include the following information:

Contact Information

Contact information should be clear, easy-to-read, and include your full name and address, phone number, email, and, if you have one, a link to access your e-portfolio.

Career Goal or Objective

A career goal or objective is not required. If you include one, tailor it to the job you are applying for and avoid using a generic statement.

Education, Licenses, and Certificates

Education is a high school diploma, GED, or college degree with major, graduation date (or anticipated date), name of the school, city, state, and any internships and honors. Professional license and certificates should include who issued it, when, and the expiration date.

Work Experience

Experience should be presented with your most current experience first, and progress back through your work history. Include the job title, employer name, city and state, month and year of hire/departure, and brief description of primary duties.

Note: Dates of employment will determine your eligibility for not just the position but for any higher levels within a classification series. Include these in your resume.

Skills

When specific skills are required, add a skills section to illustrate your compatibility for the position. Examples:

- Expert in data collection and metrics interpretation.
- Advanced in welding non-ferrous metals.
- Intermediate in JAVA, Script, and C++ programming.

Community Involvement

If your work experience is limited, add organizations you served as a volunteer and the role you performed. Examples:

- Scout Leader, Boy Scouts Of America (2018-20)
- After-School Math Tutor, Anytown Elementary School (2012-14)

Types of Resumes

Chronological

Concise and organized by date and job titles in reverse chronological order. Be sure to add the month and year for each position.

Combination

Focus on qualifications and accomplishments followed by work history. Be sure to add the month and year for each position in the work history.

Quick Tips

- Refer to the Position Description on the Job Posting. Align yourself with the qualifications.
- Be honest! Do not embellish or exaggerate your experience or skills.
- Review and edit. Make sure your resume is error-free and includes key words that match position requirements.
- References should be added as part of the NEOGOV application. Do not include them in your resume
- Use past-tense words to describe previous responsibilities and duties.