



Tips for a Winning Resume

A great resume is the first step to getting an interview. It's an opportunity to sell yourself on paper and get the company's attention.

- Resumes can take on various formats:
 - **Functional** - relates skills, abilities, and accomplishments to the job in which you are applying
 - **Chronological** - organizes work experience by successive time periods. Focus is on work history
 - **Combination** - incorporates aspects from both the functional and chronological styles
 - **Academic** - education and course work is highlighted and emphasized
- Present accurate and current information
- Create a master resume that can be tailored for each employer
- Include accomplishments that are results based, don't just list your job duties
- Present enough information to leave an employer wanting more
- Create a cover letter for detailed information specific to the job description and company information
- Use action words in statements to describe experience
- Avoid technical jargon
- Do not include personal information (marital status, height, weight, etc.)
- Avoid graphics - keep balanced white space on the paper
- Proofread your resume for grammatical and spelling errors.
- Have several people proofread your resume for errors
- Keep your resume to one page, if possible

Locations:

Wichita Workforce Center

2021 N. Amidon, Suite 1100
Wichita, KS 67203
316.771.6800

Butler Workforce Center

524 N. Main
El Dorado, KS 67042
316.321.2350

Cowley Workforce Center

221 W. Chestnut
Arkansas City, KS 67005
620.441.5313

Sumner Workforce Center

215 S. Washington Ave.
Wellington, KS 67152
620.326.2659



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