

# RESUME 101

## The Essentials: What you must include in your winning resume.

- Your header should include (at a minimum) your name, address, telephone, and email address.
- Make sure to include an Objective Statement so that recruiters know what job your applying for, and where you think you fit into the company.
- New graduates without a lot of work experience should list their Education Information first.
- Briefly give the employer an overview of your Work Experience. Use actions words to describe your job duties. List your work experience in reverse order—that is, put your last job first and work back to your first relevant job. Include your title or position; name of organization; location of work (city, state); dates of employment; your work responsibilities with emphasis on specific skills and achievements.
- A staff member at your career services office can advise you on other information to add to your resume. You may want to add special skills or leadership experience in volunteer organizations.
- Ask people if they are willing to serve as References before you give their names to a potential employer. Do not include your reference information on your resume. You may note at the bottom of your resume: “References available upon request.”

Now that you have written your resume, it’s time to have it reviewed by a career counselor.



A good resume is an advertisement for you!

### Do’s and Don’ts for Dynamic Resumes

**Do** list software and computer skills.

**Do** use a font size for 10 to 12 points.

**Don’t** use underlined words.

**Don’t** include personal information like your age.

**Do** use white or off-white paper.

You can also take the following steps to ensure quality. Run a spell check before anyone sees your resume. Get a friend (an English major would do nicely) to do a grammar review. Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen and corrected.



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careersourcenortheastflorida.com

(904) 356-JOBS (5627)



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# Applying Yourself: 6 Steps to the Perfect Job Application

1. Bring along your resume for quick reference to dates and company names.
2. Bring along your address book for reference to phone numbers and addresses.
3. Read the whole form carefully before starting.
4. Use your best and most careful handwriting, so it is easy to read.
5. Bring along an erasable pen; you can erase mistakes.
6. Leave no blanks. Enter "n/a" (for "not applicable") when the information requested does not apply to you. This tells the people checking the form that you did not simply skip the question.
7. Be ready to fill the form out right there in the office. Many companies will not allow you to take the form with you to fill out at home. In some industries, basic reading and writing skills are essential, and many companies want to see that you don't need help.



We are ready to help you meet your career goals and encourage all job seekers to visit a career center or make a virtual appointment.

Just visit us at [careersourcenortheastflorida.com](http://careersourcenortheastflorida.com) or call 904-356-JOBS (5627).

Our career centers are open Monday through Friday, excluding holidays.

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CareerSource Northeast Florida is an equal opportunity employer/agency. Auxiliary aids and accommodations for people with disabilities are provided. FRS users dial 711. For program funding details in compliance with the Stevens Amendment, please visit <https://careersourcenortheastflorida.com/about>.

## CAREERSOURCE NORTHEAST FLORIDA CAREER CENTERS

### BAKER COUNTY

1184 South 6th Street  
Macclenny, FL 32063  
Phone: (904) 259-9309  
Fax: (904) 892-8182

### CLAY COUNTY

2141 Loch Rane Blvd., Suite 107  
Orange Park, FL 32073  
Phone: (904) 213-3888  
Fax: (904) 892-8185

### DUVAL COUNTY GATEWAY

5000 Norwood Avenue, Suite 2  
Jacksonville, FL 32208  
Phone: (904) 924-1710  
Fax: (904) 892-8265

### SOUTHSIDE

11268 Beach Blvd.,  
Jacksonville, FL 32246  
Phone: (904) 997-3100  
Fax (904) 892-8184

### NASSAU COUNTY

96042 Lofton Square Court  
Yulee, FL 32097  
Phone: (904) 432-0009  
Fax: (904) 892-8268

### PUTNAM COUNTY

400 Highway 19 North, Suite 53  
Palatka, FL 32177  
Phone: (386) 530-7089  
Fax: (386) 892-8269

### ST. JOHNS COUNTY

525 State Road 16, Suite 109  
St. Augustine, FL 32084  
Phone: (904) 819-0231  
Fax: (904) 892-8271

### WELFARE TRANSITION AND SNAP SERVICES CENTER

5000 Norwood Avenue, Suite 2  
Jacksonville, FL 32208  
SNAP Phone: (904) 798-9230  
SNAP Fax: (904) 892-8270  
TANF Phone: (904) 213-3900  
TANF Fax: (904) -892-8272

## CAREER DEVELOPMENT CENTERS AT AREA CAMPUSES

### FLORIDA STATE COLLEGE AT JACKSONVILLE

#### DEERWOOD CAMPUS

9911 Old Baymeadows Road,  
Room E-2509  
Jacksonville, FL 32256  
Phone: (904) 356-5627 ext. 2951

#### DOWNTOWN CAMPUS

101 W. State St., Room A-1120  
Jacksonville, FL 32202  
Phone: (904) 356-5627 ext. 2951

#### KENT CAMPUS

Student Success Center  
3939 Roosevelt Blvd., Bldg. B,  
Room G155  
Jacksonville, FL 32205  
Phone: (904) 356-5627 ext. 2950

#### NORTH CAMPUS

4501 Capper Road, Building E,  
Room 150  
Jacksonville, FL 32218  
Phone: (904) 356-5627 ext. 2964

#### SOUTH CAMPUS

11901 Beach Blvd., Room U-106  
Jacksonville, FL 32246  
Phone: (904) 356-5627 ext. 2338

## ST. JOHNS RIVER STATE COLLEGE

### ST. JOHNS RIVER STATE COLLEGE

Orange Park Campus  
283 College Dr. A0006  
Orange Park, FL 32065  
Phone: (904) 276-6765

### PALATKA CAMPUS

5001 St. Johns Ave., Bldg. V,  
Room 0129  
Palatka, FL 32177  
Phone: (386) 312-4257