

## EDUCATION

If you are a recent graduate, list your education first. Otherwise, education should follow your employment history.

- ✎ List the school attended and any degrees awarded, including major field of study.
- ✎ If you completed college credits but did not complete a degree, clearly indicate this fact (for example, completed 90 credits toward a BA in political science, 1997 to 2000).
- ✎ Detailed information about internships, coursework, academic honors and extracurricular activities can be important for recent graduates, but applicants with four or more years of work experience in their target profession should omit or greatly condense this information.

If you do not have formal education beyond high school, consider adding a Professional Development section to highlight job training, professional conferences or seminars attended.



### Skills Section:

List only those job skills relevant to the position you are seeking. This section can include job specific technical skills, computer skills, and languages spoken.

### Your resume should:

- ✎ Speak to your target audience – the employer. Focus on what you can bring to the company and not what you are looking for in a job.
- ✎ Showcase your job accomplishments, contributions and results – not routine daily tasks.
- ✎ Avoid company specific jargon and acronyms – if you are not sure, spell it out.
- ✎ Include a concise qualification summary – your education, experience and most recent job related accomplishments.
- ✎ Verify your employment and training dates. Your information should be easy to follow and consistent.
- ✎ Edit references to outdated technologies and job skills.
- ✎ Limit your resume's focus *or* create more than one version if you have multiple target jobs.
- ✎ Use a tailored cover letter to apply for specific positions.



### Motor Vehicle Administration

6601 Ritchie Highway NE  
Human Resources—Room 101  
Glen Burnie, MD 21062

Phone: 410-787-7719

Fax: 410-768-7168

MVA Website - [www.mva.maryland.gov](http://www.mva.maryland.gov)  
Jobs - <https://jobs.mdota.state.md.us>

Department of Transportation

MOTOR VEHICLE  
ADMINISTRATION

## THE ART OF WRITING A RESUME



Tel: 410-787-7719

# THE RESUME



## PURPOSE OF THE RESUME

Your resume is your introduction to a potential employer. The goal of your resume is to get you to the next step – the interview.

**YOUR RESUME MUST REPRESENT YOU IN THE BEST POSSIBLE LIGHT**

The employer's goal is to determine if you look like a good fit for their organization. Your resume must

represent you in the best possible light as a potential match to the job. Out of a sea of competing resumes, you want yours to rise to the top.

## WHERE TO START

### **Research Your Target Job:**

Search current job listings in your desired career field. Decide what types of positions interest you. Become familiar with the qualifications, experience and job skills employers are seeking.

### **Evaluate Your Qualifications:**

Assess your own skills, abilities, experience and education as they relate to available opportunities in your field. Narrow your focus to those organizations and positions that meet your goals and for which you are well qualified.

- ☞ What education and experience are employers in this field looking for?
- ☞ What are the key words or descriptors you should be using to present your qualifications?
- ☞ How does your past training and experience prepare you for this career?
- ☞ What training, experience or skills do you have that separate you from the crowd?

### **Gather Your Information:**

Review your records for previous employment dates, company names, position titles, etc. If you have college credits, review a copy of your transcripts. Make a list of job related training courses or seminars you have attended and the dates.

## PREPARING YOUR RESUME



**THE GOAL OF YOUR RESUME IS TO GET YOU TO THE INTERVIEW.**

### **Format:**

Your resume should be no more than two pages long. The font used should be easy to read and consistent throughout. Use a font size of 10 to 14 points.

**Contact Information:** Your name and contact information should be listed first. Include:

- mailing address
- phone numbers
- email

Make sure you can be contacted easily.

**Qualification Summary:** Include a concise qualification summary listing your target job, work history and recent job accomplishments. The summary should provide a snapshot of your career so far.

**Employment History:** Your employment history should be listed in chronological order with your *most recent position first*. Check your dates to make sure your presentation is clear and consistent.

Use action words to describe your experience (e.g., “compiled”, “developed”, “increased”). List your most important responsibilities or successes first, and list similar tasks together.

If you earned promotions or had multiple job assignments with a single employer, describe your current or most recent responsibilities then list the titles and dates for your previous positions. Make sure any career progression is clear.

**Do not exaggerate your experience or accomplishments.**

