What is a Resume?

A resume is a short, concise document that states relevant information regarding your education, skills, experiences, accomplishments, and job-related interests.

What is the Purpose of a Resume?

Your resume is a self-marketing tool. The purpose of the resume is to effectively communicate your assets in writing to an employer. You need to know what the employers want and then present it to them in a clear, easy to follow format. It is an art, not a science and should be tailored for the job you are applying.

- Convince prospective employers to interview you based on your qualifications
- Create a professional image of yourself and establish your credibility
- Provide a sample of your written communication skills

Resume Basics:

- Use white or cream 8 ½" x 11" paper, black ink, printed on one side only
- Use standard typefaces such as Arial, Courier, Helvetica, Futura, Optima, Times, Palatino, and New Century Schoolbook
- Use font size of 10 to 14 points
- Place your name at the top of each page
- Use standard address format below your name
- Use complete school name, degree, and dates
- Use complete job information and dates
- Use boldface type and/or capital letter for section headings as long the letters don't touch each other
- Dependent on key words – nouns that represent skills and experience rather than verbs/action words
- Find keywords in job descriptions and job listings
- Describe your experience with concrete words rather than vague descriptions
- Increase your list of key words by including specifics, for example, list the names or software you use such as Microsoft Word and Lotus 1-2-3
- Use jargon and acronyms specific to the industry toy are applying for work in
- Avoid pronouns (e.g. I, my, us)
- Try to stick with one page, but use two pages if necessary
- Provide a laser printer original or a typewritten original; do not send copies or dot matrix printouts
- Do not fold, staple or paperclip
- Don't condense spacing between letters
- Avoid two-column format or resumes that look like newspapers or newsletters

Want personalized, one-on-one help with your resume?
Call (707) 256-7327 to make an appointment.
Room 1335, Student Services Building, Napa Valley College Main Campus