

## Tips for Writing Resume Content

### Give examples that show:

**Initiative:** you saw a problem and resolved it

**Innovation:** you developed a new system; used software for a new purpose

**Leadership:** you mentored less experienced employees

**Complexity:** you experienced challenging times on the job

**Scope:** you were involved in a variety of work that covered many functional areas (e.g., personnel, budget, information technology, surveying, fleet maintenance, etc.)

**Teamwork:** you were part of a team activity whose members possessed different skills and abilities, shared a common purpose, and worked together to achieve clearly identifiable goals (remember when showing team activity to identify YOUR role in the team, not the role of the team)

**Special Skills:** Bilingual, course trainer, facilitator, CPR/First Aid certified, etc.

**Keep this thought in mind:** My resume should suggest a certain degree of humility...but not a lot!!

**Be honest**—don't lie, but be complementary of your skills, talents, experiences, and accomplishments.

Some of your competing applicants don't know the definition of humility....