

FORM B

PREPARATION OF A RESUME

A resume is used to tell a prospective employer about your qualifications and skills. It is a brief outline of who you are and what you have accomplished.

The following is a list of suggestions to use in preparing your resume:

- Use standard size (8 1/2 x 11) good quality bond paper. Do not turn in a photocopy to the agency.
- Type the resume. Do not use script or other fancy type. Single-space type, with adequate margins all around and between major headings.
- Keep the resume to a maximum of two pages and include those items which you believe will be of most interest to the agency to which you are applying. Do not try for overkill with massive amounts of material. You are trying to impress, not overwhelm!
- Do not include a photograph as part of the resume unless asked.
- Resume headings should include the following basic parts:
 1. Personal: Full name, date of birth, local home address and telephone number.
 2. Education: Use chronological order starting with the latest period of schooling. You may want to indicate your Grade Point Average (GPA) and state your major and special educational interests if applicable.
 3. Work History or Professional Experience: Again use chronological order with your latest work experience first. List the title of the job and what your ordinary duties are/were. Additionally, list the name of your immediate supervisor and his/her telephone number.
 4. Hobbies/Special Skills or Interests: If you have items that fall into this area, they should relate directly to the job.
- Others areas you may wish to consider:
 1. Military: list assignments, duties, rank, and dates.
 2. Professional affiliations: criminal justice associations, community or school activities (i.e., Phi Omega Alpha).
 3. Honors and Awards: from school, the community, or military.