

Resume Writing Resources

The following is a sampling of Internet sites that offer assistance in writing a resume, for both print and Web-based submission. The appearance of any name in the list below does not constitute an endorsement or recommendation by the State, nor does the State assume any liability for individual use of any site listed. The list is offered solely as an introduction to and a sampling of Web-based application and resume-building programs available on-line.

www.monster.com

www.jobsearch.about.com/cs/resumesamples/a/resumetemplate.htm

www.howtowritearesume.net/

www.theresumebuilder.com/

www.pongoresume.com/

www.freedownloadcenter.com/Business/Accounting_Tools/Resume_Builder_Download.html

www.e-resume.us/ma/resume.asp?ref=g_uscvc_misc_c

- Use your resume to highlight your skills, abilities and accomplishments. Make it more than just a list of jobs you've held.
- Tailor your resume to demonstrate how your education and experience matches the requirements of the job you are seeking.
- Try to keep your resume to a single page. If you must use more than one page, be sure your name and contact information appear at the top of each page.
- If you are using a Microsoft Word program to build your resume, there are resume templates you can find and use by opening up MSWord.
 - From the File menu, select New.... and pick from Templates (selecting Office Online, On my computer..., or On my Web sites). When you select the On my computer... option, a window will open giving you a number of tabs from which to select. Choose the tab titled "Other documents" and then select the resume format you prefer.
 - Resumes formatted with MSWord can be used for documents that you intend to hand out or mail in hard copy. If you are sending them in an email, remember that some programs may alter the margins or page length and change the appearance of your resume.
- Some experts believe that resumes produced in a "table" format are less likely to be corrupted or margins changed when the document is attached to an email. You may want to check with potential employers first to see which form or format they prefer.

Department of Administrative Services
Division of Personnel
25 Capitol Street, Concord NH 03301
Telephone (603) 271-3261 * Fax (603) 271-1422