

Huachuca City Library Digital Literacy Center

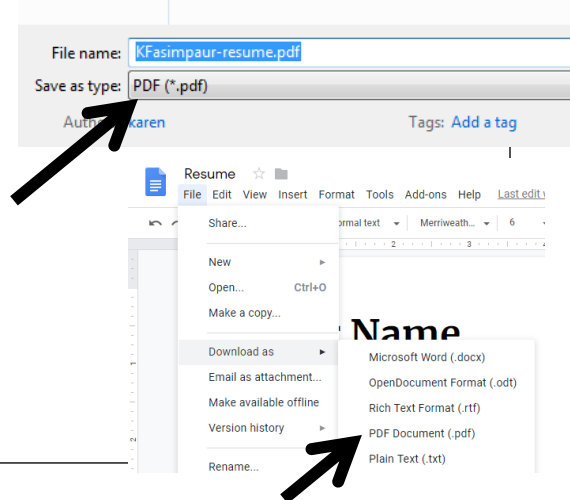
Create a Great Resume

Resume Tips

- One page cover letter + one page resume
- Chronological format
- Education and experience are most important
- Focus on specific achievements
- Only include objective and skills if you need to fill space
- “References available on request.”
- Include key words
- Read ad posting carefully and CUSTOMIZE
- If you are short on experience, include community or volunteer work
- If you have ample experience, leave off or shorten older positions
- Distinguish yourself
- Watch grammar and consistency
- Proofread, proofread, proofread

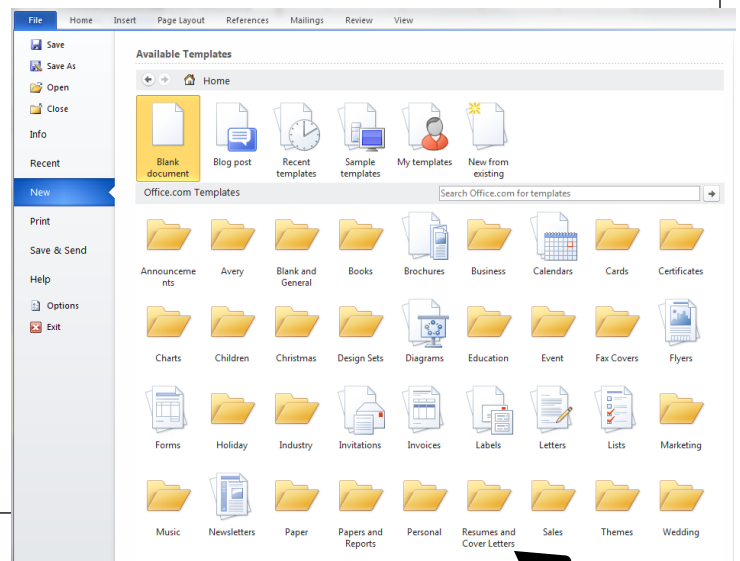
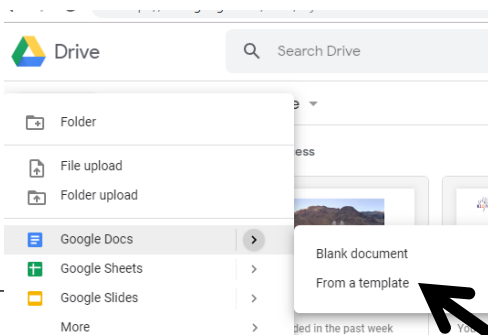
Saving as a PDF

- In Word, File → Save As → Save As Type → PDF
- In Google Docs, File → Download As → PDF Document



Resume Templates

- In Word, File → New → Select Resumes and Cover Letters from Templates
- In Google Docs, New → Google Docs → From a template



Have questions? Visit the library during a Digital Drop-in session. Or call us at (520) 456-1063.