



# Tips for a Winning Resume

A great resume is the first step to getting an interview. It's an opportunity to sell yourself on paper and get the company's attention.

- Resumes can take on various formats:
  - **Functional** - relates skills, abilities, and accomplishments to the job in which you are applying
  - **Chronological** - organizes work experience by successive time periods. Focus is on work history
  - **Combination** - incorporates aspects from both the functional and chronological styles
  - **Academic** - education and course work is highlighted and emphasized
- Present accurate and current information
- Create a master resume that can be tailored for each employer
- Include accomplishments that are results based, don't just list your job duties
- Present enough information to leave an employer wanting more
- Create a cover letter for detailed information specific to the job description and company information
- Use action words in statements to describe experience
- Avoid technical jargon
- Do not include personal information (marital status, height, weight, etc.)
- Avoid graphics - keep balanced white space on the paper
- Proofread your resume for grammatical and spelling errors.
- Have several people proofread your resume for errors
- Keep your resume to one page, if possible

## Locations:

### Wichita Workforce Center

2021 N. Amidon, Suite 1100  
Wichita, KS 67203  
316.771.6800

### Butler Workforce Center

524 N. Main  
El Dorado, KS 67042  
316.321.2350

### Cowley Workforce Center

108 E. 12th Avenue  
Winfield, KS 67156  
620.221.7790

### Sumner Workforce Center

314 N. Washington  
Wellington, KS 67152  
620.326.2659

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Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Disability Resource Coordinator at the Workforce Centers, 316-771-6800, TDD: 711 or 1-800-766-3777, (admin@workforce-ks.com)."

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