**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 func- tional 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**

[**www.workforce-ks.com**](http://www.workforce-ks.com/)

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 College Workforce Center**

Galle-Johnson Hall

125 S. 2nd Street

Arkansas City, KS 67005

620.441.5313

**Sumner Workforce Center**

215 S. Washington Ave.

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 Workforce Centers, 316-771-6800, TDD: 711 or 1-800-766-3777, (admin@workforce-ks.com).”
