

Tips for Formatting Your Resume for BrassRing

The following tips will help you format your resume so that your information can be automatically inserted into some of the online forms for your application (for example your name, address, phone, etc) and so that hiring supervisors can easily learn about your background education and experience.

Resume basics

In order to process a resume, we must have at least the following information:

- Name and basic contact information (mailing address and e-mail address)
- A summary of work experience (with at least one job listed)
- A summary of education

Contact information

Please include the following items:

- Name (in this format "First name Middle name/initial Last name")
- Phone number (label as "Home" [or "Evening"] and/or "Work" [or "Daytime"])
- Street address or PO box (use a second line for apartment/suite number)
- City, state and ZIP/Postal code (use your country's standard address formatting)
- **Other contact information to include:**
- E-mail address (in the format "username@host.com")
- Fax/Mobile/Other phone number (label these as such)
- URL (leave off the "http://").

When formatted properly, contact information should look like this:

Joe Q. Jobseeker
123 Maple St.
Apt. 45
New York, NY 10014
USA

Home phone: (212) 000-0000
Cell phone: (917) 000-0000
E-mail: jjobseeker@emailhost.com
URL: www.joejobseeker.com

Work experience

It is important that previous work experience is entered with your current or most recent job listed first. For each job, the following information is **required**:

- Company or organization name
- Your job title
- Dates of employment Use the format mm/dd/yyyy (For example 09/30/2006.) It is important to include the month, day, and year if possible, or at least the month and year. Otherwise DAS-HRE may not be able to determine if you are qualified for a job. You can use the word "Present" if you are still at the job.
- Number of hours worked per week
- A summary of responsibilities (Try to complete the sentence, "I am responsible for _____".)

When formatted properly, work experience should look like this:

Global Inc, Inc.
Accounts Payable Clerk II
04/25/2000 – 10/25/2004

I am responsible for vendor statement reconciliation, interfacing with vendors, document matching (invoices, receivers, purchase orders), weekly check runs and invoice data entry.

Education

It is important that education/ degrees are entered with the most recent first. For example, the most recent degree should be entered first (as Degree 1), then the second most recent degree (Degree 2), etc. For each degree, include:

- Educational institution (college/university) name
- Degree earned
- Major/course of study
- Graduation date (If you are currently working on a degree, note that your degree is "expected." For example, "BS, expected 2002." We can accept degrees expected up to four years in the future.)

When formatted properly, education should look like this:

George Washington University
MBA, expected 2003
Major: Accounting

American University
B.S. Finance, 2000

Other tips

You may also include information at the end such as:

- Language skills
- Technical/computer skills (programming languages, software, etc.)

Other tips to make your resume easier for the system to process:

- Use asterisks (*) and hyphens (-) instead of bullets (•) and em dashes (—)
- Avoid columns, tabs and excessive formatting with spaces
- Don't use bold, italics or underline