



Quick Tips for Resume Writing

THE BASICS:

- **Be accurate and honest**
For Example: Do not embellish your experience by claiming to supervise others when you may have simply provided work direction. Verification and screening processes, including the interview, will validate your true level of professional experience.
- **Be clear about dates and specific duties**
For Example: January 2008 – June 2012 NOT 2008 – 2012
- **Make sure your name and contact information is on each page**
This will ensure that a recruiter is able to reach you even if your application materials are separated for any reason.
- **Use a professional, easily identifiable email address**
For Example: Your doe.jane@gmail.com NOT coffeelover310@gmail.com
- **Proofread your resume**
Typos could send the message that you are not serious about the job.
- **Avoid using acronyms, terms that only you understand.**
For Example: Someone outside the District will not know what LAUSD, SIS, DACE or OGC is, so be sure to spell out the entire word or phrase.





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THE CONTENT:

- Use Action words

Online Link: http://www.quintcareers.com/action_skills.html

- Quantify when possible, add numerical values to your experience

For Example: Number of employees supervised, number of transactions conducted per day, or number of projects overseen. Quantifying will differentiate you from other applicants and help the recruiter identify your level of experience.

- Don't be shy! Share your results and accomplishments

For Example:

Plant Manager I, Superstar Elementary School, Los Angeles Unified School District

Provided a clean and safe learning environment for 700 K-5 grade elementary school students. Maintained and kept clean the 7,000 square foot campus, including all classrooms, bathrooms, kitchen, cafeteria and offices. Maintained a regular maintenance schedule including Heating and Ventilation systems. School was awarded the District's 2010 and 2011 Cleanest Campus Award. Supervised one (1) Building and Grounds Worker. Reported directly to the Principal.

