



Is your résumé ready? Tips for changes that can improve your résumé

Does your résumé include your complete address?

Does your résumé feature your phone number including the area code?

Does your résumé feature a professional email address?

Does your résumé include your LinkedIn URL (if you have a LinkedIn profile)?

Does your résumé include an objective or headline that clearly identifies the type of job(s) you are targeting?

Does your résumé include a profile or summary that provides the “big picture” of what you offer your next employer?

Does your resume include the computer software skills applicable to the type of work you perform?

Does your résumé include the city and state for each employer noted?

Does your résumé include the dates of employment for each employer noted?

Does your résumé include details of your duties/responsibilities for each employer noted?

Are the duties and responsibilities on your résumé written in the past tense?

Does your résumé include achievements or accomplishments?

Does your résumé include the city and state of each school included?

Does your résumé include the name/type of diploma, certificate or degree earned at each school?

Is your résumé error free?

Once you have reviewed your résumé, if you would like a cost-free résumé critique from the Connecticut Department of Labor, please use the link below to request that service.

Request Employment Services

<https://ctdol.iotform.com/CT1/requestemploymentservices>