



COW CREEK CAREER CENTER

Resume Guide



2371 NE Stephens St.,
Suite #100
Roseburg, OR 97470
Phone: (541) 677-5575
Fax: (541) 677-5574

Email: info-workforce@cowcreek.com

What information is included in a resume?

Personal Information

- Full name
- Mailing address
- Phone number
- Email address

***Avoid abbreviations and nicknames. It's important that your email address is appropriate and professional.*

Work Experience

- Your work history is chronological listing of all of your paid employment, from most recent to least recent.
- Include dates for each job, but only the beginning and ending dates by month and year.
- Include the names and locations of employers
- Use action words to describe your work.
- Tailor each description to focus on skills important to the job you are applying for.

Volunteer Work / Community Service

- If you have performed volunteer work that shows your skills or abilities related to the job you are seeking, it is important to include it in your resume.
- List each organization you have worked with, and describe your role.

Military Service

- If you have served in the military, you can add it to your Work Experience, described above.
- Use civilian terms to describe the skills and training you received.
- Include significant awards or decorations received.

Education

- If you just recently graduated from high school or earned your GED, it is important to list your high school information.
- If you are a college graduate, you do not need to list your high school.
- If you are a recent graduate, include information about positions held, awards, honors, and athletics.
- If you have been out of school for a while, give less detail.

Licenses, Certificates & Trainings

- List any licenses or certificates you hold, with a brief description of their importance.
- Include workshops and other training events that are relevant to the job you are applying for.
- Describe the skills and knowledge you gained.
- Include the dates of the training.

Achievements

- Awards, recognition, scholarly work, and presentations are just a few of the achievements you could list here.
- Any important achievement that demonstrates your knowledge, work ethic, or skill should be listed.

Activities

- List any activities that are relevant to the job or will give your employer a better sense of your skills and work ethic.
- Include items such as athletics, clubs, or hobbies.
- It is very important to tailor this section of your resume to the job you are applying for.
- Include languages you speak, specialized equipment, computer hardware and software, and any other special skills.

References

- Some applications ask for references on your resume. Only include them if asked to.