Essential

Providing natural resources for life.

Essential's Resume Tips

At Essential, we support our employees' quest for continued growth within our company. Before applying, review this guide for tips on preparing your resume, which you'll submit with your application and refer to during the interview.

What's in a Resume?

A resume gives you the opportunity to share your credentials with hiring managers and the interviewing team or panel. It is a "snapshot" of you, with the intent of capturing and emphasizing interests and securing an interview. Your resume includes a summary of your skills, abilities, and accomplishments. It should showcase your employment history, educational history, organization affiliations, and professional accomplishments. It is one of the most important pieces of any application; therefore, it needs to be carefully written and critiqued.

Resume Do's ✓	Resume Don'ts ✗
✓ Format your resume in a reader-friendly manner. Use lists or bullets to make your resume clean, organized, and easy to read.	✗ Don't use a paragraph format.
✓ Include current contact information, limiting to your name, phone number, and personal (but professional) email address.	✗ Don't include an email address which would look unprofessional to an employer *(example: IluvMickeyMouse@email.com)*
	✗ Don't include unrelated hobbies and affiliations.
✓ Include a summary of qualifications to show why you are qualified for the position.	✗ Don't include unrelated personal information (i.e., age, marital status, number of children, etc.).
✓ List your work history in reverse chronological order, starting with your most recent experience at the top.	✗ Don't limit your resume to only a few sentences.
	✗ Don't limit your resume to only one page if you have an extensive work history. It's ok to have a two-page

✓ Include any certifications and skills you have which relate to the position you're applying for. ✓ Proofread and have a few people review your resume for errors. ✓ **Tailor your resume to fit the position you're applying for.** It's okay to have multiple resumes for different types of positions.	resume of relevant experience if it is organized and easy to read. ✗ Don't skip the spell check! Using a resume with spelling errors may indicate a lack of attention to detail. Be sure to spell check and use proper punctuation.

Resume Templates and Examples

With a quick internet search, you'll easily find plenty of examples of resumes and templates. Take time to review examples of resumes before finalizing yours. You can also find resume templates in Microsoft Word to help with the creation and alignment of a professional looking document.