

Job Search Tips

Finding your dream job can be overwhelming and intimidating! At The Employment Source, we have over 30 years of experience helping employees find jobs. Our experience has given invaluable insight into what companies look for and expect from applicants and job candidates.



Creating Your Resume: Everyone wants to create the perfect resume because it is the first impression an employer has of you and is key to getting a first interview. If you've never created a resume before, the process can seem overwhelming. The Employment Source recommends investing in a resume service. We offer a full-service, professional resume service. We can help you tailor your resume to the position of your choice or write the entire resume for you.

1. **Never Lie** -- The most important thing to remember when creating a resume is that it must be truthful. Never put false information on your resume.
2. **Always Use Spell Check** -- Spelling errors show a lack of attention to detail and will not create a good impression. Keep in mind that words properly spelled but misused can sneak by a computer spell check feature. Have someone you trust read your resume and check for errors your computer may miss.
3. **Get a Second Opinion** -- Have several reliable friends or family members look over your resume for spelling errors and suggestions for improvement.
4. **Use Resume Paper** -- Your resume should be on professional quality resume paper found at any office supply store. Colorful or "cutesy" papers are fun but not always appropriate for job-hunting.
5. **Use Proper Formatting** -- Your resume should be easy to read and pleasing to the eye. Use a standard font like Times New Roman.
6. **List Employment History in a Traditional Format** -- Include the dates (month/year) that you were employed, beginning with the most recent, company name and location and job title. If you are just out of college, list your education before your work experience.
7. **Keep it to One Page** -- Employers can receive hundreds of resumes for one opening. The less information you bombard them with, the better. Unless you have extensive professional experience, you should keep your resume to one page. Adjust margins and format, if necessary.

8. **Keep the Information Relevant** – Many applicants make the mistake of submitting one-size-fits-all resumes. Adjust your resume to emphasize the information relevant to the skills needed for that particular position. Don't state an objective that doesn't fit the needs of the company to which you are applying.
9. **Don't Disclose Protected Information** – The law protects employees and applicants from unlawful discrimination. Many applicants make the mistake of providing information on their resumes that a potential employer could never legally ask, such as birth dates, high school graduation dates and religious affiliations. Photos should never be included (unless you're applying to be a super model, of course).
10. **Don't Include Hobbies and Personal Interests** – Be aware that some personal interests might offend or concern a potential employer. For example, if the applicant states that she's the member of Young Republicans and the employer is a staunch Democrat. Or if the applicant states he's an avid hunter so the employer assumes that the applicant will want days off during every hunting season.
11. **Be Aware of Email Addresses and Websites** – Keep in mind that whatever information you post on public websites (myspace.com for example) can be accessed by anyone, including employers as a part of their standard background checks on applicants. In addition, don't include inappropriate email addresses on your resume. For example, if your screen name is "partygirl" or "badboy," you'll want to get another screen name for professional use.