



Resumes and References

A resume is the first link between you and a prospective employer.

Header

- Name
 - Avoid nicknames
 - Present a professional image
- Address
 - Do not abbreviate Street, Road, etc.
- Phone
 - List phone numbers where you can be reached during the day
- Email
 - Avoid unprofessional email addresses

Resume Categories

- Career or Job Objective
 - Be specific
- Education
 - Most recent first
 - Elaborate on professional and personal skills
- Work Experience
 - Most recent first
 - Provide city and state of employers. Street addresses are not necessary.
- Skills and Abilities
 - Personal and Professional
- Affiliations or Organizations
 - List any that would pertain for the position you are applying for.
- Awards or Accomplishments
 - Emphasize this information.
 - Do not consider it as arrogant.

References

- You do not need to list references on your resume.
- It is **not** necessary to indicate “References available upon request” on your resume
- Ask permission from references prior to listing them.
- Place a title before each reference name. (i.e. Mr., Mrs., Ms., etc.)

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- Phone numbers must include area codes.

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It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239.