




resume best practices

To make your resume as readable as possible in PSEG's database, it is preferable that you:

- Use a 12 point font
- Use a standard font (like Times New Roman)
- No bolding
- No underlining
- No italics
- Use plain white paper
- Use 8.5 x 11 size paper
- All resumes must be submitted via PSEG's website: www.pseg.com

resume writing tips

- Proofread everything – a resume without errors is very important.
- Be sure to include volunteer and extra-curricular activities on your resume, especially if they relate to your chosen career, or if they reflect positive personality attributes. This could include activities in your community, or skills that you have demonstrated in your neighborhood or at home (i.e., repairing your neighbor's heater, installing a dishwasher).
- Try to limit your resume to one page. Keep it short and to the point.
- Only include an objective if you are very focused in your job search. You might consider using a Summary of Skills or Summary of Qualifications to really highlight your skills.
- Include all pertinent information on your resume. For instance, if you drive a tractor-trailer for a living, rather than just talking about your truck driving, make sure you mention that you have a CDL (commercial driver's license).



RESUME GUIDELINES

This guide was created to assist candidates in exploring aspects of their work/life experiences that can be translated to specific skills and knowledge that may be of interest to employers. Ask yourself the following questions when preparing a resume:

Communications /Customer Service Skills

- Have you ever handled customer inquiries over the phone or face-to-face?
- Have you ever analyzed, re-directed and/or solved these inquiries?
- Have you ever used a switchboard?
- Do you have strong keyboarding skills?
- Have you had experience with answering calls and navigating through a computer application to address the call?
- Have you had experience speaking to a group? For example: a company meeting/forum, community or social meeting/forum, faith-based meeting/forum, school presentations?
- Do you have good writing skills?

Organizational/ Management Skills


- Do you oversee/check other associates'/contractors' work?
- Do you have anyone working under you? (e.g., an assistant)
- Do you have project management skills?

Technical Skills

- What sophisticated equipment/tools do you know how to use? (e.g. volt meter, special gauges, fork-lift, crane, certain power tools, any testing equipment in general) What are they?
- Do you have experience in computer applications? What are they?

Team player/Leadership skills

- Are there a lot of interactions in the type of work you do?
- Have you been in charge of committees or team projects?
- Have you ever organized a function or activity at work? In the community? In a faith-based organization? Recreation center? etc.



Certifications/Licenses/ Seminars / Workshops

- Mention the name and location of the course/program or seminar. Briefly describe what you learned or what license or certification resulted. (e.g., safety/OSHA, welding, computer applications/programming, boiler seals, conflict management, leadership development, etc.)

Memberships/Awards/Accomplishments

- Mention business, social, educational, faith-based, or community organizations activity.
- What honors/awards have you received (e.g., volunteer work, community work, winning/finishing a marathon, etc.) If not self-explanatory, briefly describe the achievement.

Categorize and combine as you see fit to personalize your resume. Your skills and experience do not have to come only from your employment history. They can be described as “life experience.” In other words, you may have certain skills you have used when doing volunteer work, community/public work, faith-based work, neighborhood-related work, etc.

Lisa Doe
987 Main Street
Anytown, NJ 12345
(609) 555-5555
lisadoe@xxx.com

OBJECTIVE: To become an apprentice in a skilled trade.

SUMMARY OF QUALIFICATIONS: Mechanically-oriented individual, having graduated from vocational-technical school in the field of electromechanics. Also skilled in electrical wiring and plumbing, as I have assisted family and friends in these endeavors, and also in my volunteer work.

EDUCATION: Gloucester County Adult Vocational Technical School
Electromechanical Certificate – June 2002
Camden High School, 3.0 GPA – diploma, June 1999

EMPLOYMENT HISTORY:

1999-present Burger King Jonestown, NJ
- Assistant Manager
- Helped manager in supervisory duties such as monitored inventory, ensured cleanliness of restaurant, proved registers
- Prepared food for customers
- Greeted customers and processed orders

1997-1999 Mowed lawns during the summer for people in my neighborhood.

OTHER ACTIVITIES AND COURSES:

Volunteer for Habitat for Humanity, helping out with the wiring and plumbing
1999-present

OSHA in the Workplace Course – Certificate of Completion 2000