

# Resume Writing Tips

Thinking of applying to a MnDOT opening and need some resume tips? This document is designed to assist as you begin to create a resume that is tailored to the position you are applying to.

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## **Formatting Tips:**

- Do NOT list information regarding your marital or family status, personal health condition, ethnic origin, gender, date of birth, Social Security Number, or business or personal references.
- Create a plain text version of your resume to be submitted online.
- Use proper punctuation between separate tasks.
- Avoid using all capital letters.
- Always proofread your resume for visual quality, content, grammar, and typographical errors.

## **Work Experience:**

- List the months and years of your employment for each employer and job.
- Include temporary and volunteer work if relevant to the position you are applying to.
- List your job classification and working title.
- Describe your work responsibilities in detail, using explicit nouns and verbs, rather than vague terms. For example: Managed over 1,000 accounts receivable and payable while working directly with the Chief Information Officer. Rather than: maintained records for accounts receivable and payable.
- Do not use acronyms, spell everything out.
- Use measurable outcomes, values and percentages when possible. For example: Implemented an employee satisfaction program which resulted in a 30% reduction in turnover. Rather than: involved in an employee satisfaction program.
- List any systems, software programs, tools, and/or equipment you have used.

## **Education:**

- List type of degree or certificate you earned, major or course of study and name, city, and state of post-secondary college, technical business, trade, or other school.
- You may list your GPA, minor, and other majors you studied.

## **Training Courses:**

- If relevant to the position for which you are applying, list training courses that you have completed, including the title of the course, length of training, and year of training.

## **Licenses and Certificates:**

- List current professional licenses, registrations, or certificates required for the job in which you are interested.

**Other information:**

- You may want to include information highlighting your additional skills and abilities.
- List any languages (other than English) in which you are fluent.
- List any memberships you have in professional/honor societies and any public speaking events in which you presented information.
- Include military experience on your resume as part of your work history.
- Include volunteer work or organization memberships if relevant to the position in which you are interested.
- For positions requiring specific responses in addition to your resume information, list the title of the job/job class for which you are applying, then list the responses to each component.
- There is no need to keep your resume to one or two pages. Your resume should describe your work and education experience relevant to the position you are applying to.
- Be sure to keep all information on your resume up-to-date and accurate. If you aspire to make a change in your position, your resume must build the case for your readiness to take on the next challenge.

**Minimum Qualifications:**

- Every job posting will include the minimum qualifications required of the position. You must meet these minimum qualifications to be considered as qualified for the job. Review the minimum qualifications in the posting against your resume. Is your resume clear about your qualifications for the job? Perhaps you possess the education, experience, and/or skills, but it is not clearly described in your resume. You should update your resume before applying for a position, so that it is very clear that you meet the minimum qualifications listed on the job posting. Tailor your resume every time you apply for a job.

For questions about a specific position, refer to the contact listed on the job posting. For questions about the online application system or general questions about state employment, MnDOT Human Resources staff are happy to assist. Contact them at: [jobs.dot@state.mn.us](mailto:jobs.dot@state.mn.us)

**Thank you again for making the Minnesota Department of Transportation and the State of Minnesota an employer of choice. We wish you all the best in your job search!**

Connect with us!

