

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)...

The best resume you can prepare is one that includes ALL your Knowledge, Skills, and Abilities. The more comprehensive your resume is, the easier it will be for a recruiter to assess your competitiveness.

Here are some examples of Knowledge, Skills, and Abilities used in a sample job description for a Care Giver position...

Original

Washing my uncle's clothes, making sure he took medicine, helped with shopping, made breakfast, lunch, and dinner, cleaned his room.

Improved

Responsible for assessing, planning, and organizing daily household needs such as the following: collecting, sorting, and washing laundry, ensuring proper medication is administered on a daily basis, and meal planning and maintaining a nutritious diet.

NOTICE:

In addition to an increase in Knowledge, Skills, and Abilities; the improved version still describes all the same duties as the original while still maintaining accuracy and integrity.

HOW TO SUBMIT A RESUME...

Now that you have created a strong and professional resume for the County of Riverside, submit your resume:

- On-line
www.rc-hr.com
click the
“apply now” button

A GUIDE to RESUME BUILDING for the COUNTY of RIVERSIDE



LET'S START WITH FREQUENTLY ASKED QUESTIONS...

Q: How long should my resume be?

A: The length of your resume will depend upon your work history. At a minimum, you should include one well defined paragraph of information for each position you have held. If you provide limited information you may be excluding knowledge, skills and abilities that are necessary to properly evaluate your experience. Keep in mind that your resume can be more than one page long and you should include all work history that is relevant to the position(s) you are interested in.

Q: How often should I submit my resume?

A: "Pick a date to reactivate" - resumes submitted to the County of Riverside will stay active for one year unless you receive and accept an employment offer or do not show up for a scheduled interview; either of these would cause your resume to be deactivated.

Q: Is a separate resume required for each position I am interested in?

A: No, one resume that includes all your knowledge, skills, and abilities is best. If you are interested in specific positions you should include that information in your objective.

Q: Where can I find the typical qualifications and minimum educational requirements for positions?

A: Typical qualifications and minimum educational requirements can also be found on the job description. Keep in mind the typical qualifications may not include all skills required for a position as each department has different requirements and needs.

READ ON FOR MORE RESUME BUILDING TIPS...

RESUME BREAK DOWN...

Types of resume:

Reverse chronological - *Preferred Method*

- Lists and describes jobs in order by date (most recent at the beginning)

Functional

- Lists your experiences by skill areas

Combination

- Lists your experiences by skill areas and also includes employers and dates of employment

Contact Information

- Full Name (Legal name REQUIRED)
- Home phone
- Work phone
- Cell phone
- E-mail address
- Mailing address

Job History

- Employer name
- Title held (full time or part time)
- Dates of employment (month & year)
- Listing of Duties

Education

- School name
- College degrees obtained
- Number of units
- Professional licenses
- Occupational training programs

FORMATTING...

Things to include:

- Your name on every page
- Page numbers
- Plain fonts (such as Arial or Verdana)
- Font size 11 or larger
- Print resume on plain white paper
- Use laser or ink-jet quality
- Add all your Knowledge Skills and Abilities!

Things to exclude:

- Any type of special formatting
- Hard to read fonts (such as Times New Roman or *Brush Script*)
- Hand written information
- Double sided printing
- Acronyms
- Graphics or personal information

Integrity and

Accuracy

While it is important to include all your Knowledge, Skills, and Abilities, it is also important to not embellish on your job duties. For example, do not say you managed when you assisted.



"Did I lie on my resume? Absolutely not!"

REMEMBER...Professionalism is important

First impressions can be paramount to success; put your best foot forward by having an e-mail address and phone message that reflect professionalism.