

## **To include or not? (That is the question!)**

Although there is no absolute right or wrong, here are some helpful guidelines when deciding what to include and what not to include in your resume.

- Include paid AND non-paid experience, especially if the non-paid experience relates to the job you are seeking. However, even if it is not related, employers love community contributors! It shows that you are conscientious and value “experience” more than a “paycheck.”
- Be specific when writing job duties, but focus especially on the tasks you performed that can relate to the job you are applying for.
- Where applicable, list your employment experience at least 10 years back.
- This is your time to market yourself so include all awards, memberships, honors, special skills, and positive character traits.
- Include any professional organizations that you belonged to and be sure to emphasize if you were an officer for that organization. This will show your leadership quality.
- Do not include personal information such as social security number, age, weight, height, gender, national origin, ethnicity, religious affiliation, etc. Except in rare cases, this information should have no bearing on your suitability for the job. \*
- There is no need to include work addresses, phone numbers, supervisor names and other company details on the resume. Save that information for the job application. This resume is about your skills and achievements; focus on that.
- Do not include reference names and contact information on a resume. Save that for a separate sheet.

If you are lacking in relevant experience, focus on the transferable skills that you have acquired from your other jobs. Also, a steady work history (even in an unrelated field) shows the employer that you are a loyal, reliable employee—something every employer wants!

\* In some rare cases, jobs may require a Bona fide Occupational Qualification (BFOQ). This is when a position requires that the employer discriminate or screen applicants on the basis of a usually protected qualification, such as gender or age, in order to properly fill the job opening. For example, if an employer needed to hire someone to model women’s clothing, they could say that only females should apply for the job. Whereas normally an employer cannot discriminate based on an applicant’s gender, in this case, it only makes sense that only women apply.