



Create your comprehensive and professional resume following this guide.
Check out the formats and layout samples available on the SCC Career Services website.

HOW TO BUILD A RESUME

YOU WILL BENEFIT BY BUILDING YOUR PROFILE IN MARICOPA PIPELINEAZ.



bit.ly/mcccd-pipelineaz

1. Explore in Maricopa PipelineAZ and pick a job you want.
2. Begin your document by centering your name, telephone number and email address at the top of the page. Sample layouts: bit.ly/scc-career-services
3. Add your educational background with programs, titles, certificates and achievements earned.
4. List your relevant experience showcasing your matching skills from the job description and highlighting your contributions.
5. Review your statements for use of keywords in the job description.
6. Get feedback on your resume from your Faculty, Writing Center Tutors or Career Services.



SUBMIT RESUME

IF YOU CAN CHECK EACH OF THE FOLLOWING BOXES, YOU ARE READY TO CLICK SUBMIT OR APPLY NOW!

My phone number and email are correct.
My voicemail greeting is professional and can accept messages.
Everything listed on my resume relates to the job I am pursuing.
My resume tells the story of my educational, training and career journey.

Accomplishments that demonstrate my value are included.
This resume is customized for this specific job description and title.
The most important keywords from the job posting are included in my documents.
The resume is polished, updated and has been reviewed.

Resources: PipelineAZ, NACE, NCDA,

