

## Personal References

Personal references may be provided upon request. It is discouraged to include your personal references in the resumé.

Note: Personal references expand on your background and experience, if any. Ensure that references:

- Know you well
- Aware of your application and purpose
- Has a copy of your resumé
- Know the possibility that they may be called regarding your application

## Cover Letter

Cover letters need to contain the following:

- Date
- Addressee: recipient of your resumé (commonly identified in the job advertisement or referral letter)
- Reference: source of information regarding your background and experience (example: if advertised – office, date, advertised position, and reference number, if any)
- Target position: explanation on the job or position you apply for or target
- Interview and start of work (if employed) availability
- Contact details (telephone, mobile number, and email address)
- Signature





**Learn. Adapt. Thrive.**


 facebook.com/BLEinfo

 Usapang Trabaho

 [www.ble.dole.gov.ph](http://www.ble.dole.gov.ph)  
[www.philjobnet.gov.ph](http://www.philjobnet.gov.ph)  
[www.careerinfo.ph](http://www.careerinfo.ph)

 [ble@dole.gov.ph](mailto:ble@dole.gov.ph)  
[od\\_ble@yahoo.com](mailto:od_ble@yahoo.com)

 8528-0087 / 8528-0108

 6th Floor, BF Condominium, Solano St. corner  
A. Soriano Avenue, Intramuros, Manila

# EMPLOYMENT

# READINESS

# GUIDE VOLUME 2

**Handy Tips in  
Writing your Resumé  
at Cover Letter**



**Kagawaran ng Paggawa at Empleo  
Kawanihan ng Lokal na Empleo**

## WHAT IS A RESUMÉ?

A **resumé** is a personal brochure and essential document for job applications, featuring marketing abilities and background. Potential employers use this as reference to know better the applicant and assess his/her capabilities fit for the position applied.

### Resume contents:

- Name
- Address
- Contact Number
- Email
- Summary Statement
- Job Experience/On-the-Job Training
- Job Responsibilities/Held Positions
- Accomplishments
- Other personal data

A resumé prepares and initially provides assessment of the applicant's qualification for interview. The employer's attention needs be caught for higher chances of positive feedback or callback. Not all information are reflected in the resumé as these may be explained during interview.

For fresh graduates, you may list your accomplishments in school. Don't worry for having no experience related to applied position. Choose participated school activities and other accomplishments that show responsibility, reliability, a cooperative spirit, among others.

### TO DOs:

- Use strong action words
- Make it neat and attractive to the eye
- Use appropriate and formal format
- Consult others to check and critique your resumé to ensure its accuracy

### NOT TO DOs:

- Crowding margins
- Use a font size exceeding 20 points or lower than 10 pts
- Excessive use of capital letters, bold styles, and underlines
- Forget proofreading

### FAQs

#### **How long should a resumé be?**

Two pages usually suffice. Commonly, employers doesn't read beyond two pages. Remember, a resumé is only a brochure. Other details may be said in the interview.

#### **What to include in the personal data?**

Generally, refrained for inclusion in the resumé are data inessential in introducing the applicant such as hobbies, height, weight, and religion (with exception in some instances that contradict beliefs and mores as those of food intake). Some information may be shared upon request of the employer.

#### **Should an applicant's image be included?**

Putting the applicant's image is best discouraged unless required by the employer or company. Physical features do not relate to performance. Unfortunately, employers are influenced by looks in some instances.

### Sample resumé for those WITH EXPERIENCE:

- Name
- Address
- Contact Number (Landline/Mobile)
- Email
- Summary Statement
- Job Experience (expertise)
- Company name and duration of employment
- One-line company description
- previously held Job Title
- Duties and Responsibilities
- Recognition and accomplishments from previous work

### Sample resumé for those WITHOUT EXPERIENCE:

- Name
- Address
- Contact Number (Landline/Mobile)
- Email
- Summary Statement
- School Experience (include on-the-job training, apprenticeship)
- Educational attainment
- School name (include OJT dates)
- Organizations and clubs with membership
- Short description of responsibilities in the organization and school
- Recognition and honors received