

RESUME

**GET YOUR
RESUME READY
FOR THE NEW SYSTEM!**

As we transition to our new system this fall, there is some important information you will need to know about resumes and why they will be important to use!

**COMMITTED
TO A BETTER
CANDIDATE EXPERIENCE**

New Career Site
Coming Fall of 2018

 VERMONT

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I don't have my resume on my computer, it is only in the State of Vermont's current system. Can I get to it after the new system comes online?

Once the new system is online in the Fall of 2018, you will not have access to any files or application information in the old system. The good news is you can log into your account NOW and retrieve it along with any other files stored there. Your current candidate profile will not be moved to the new system, but you can quickly & easily create a new one.

How do I retrieve my resume from the current system?

We have resources on our website for those who need assistance in retrieving their resumes or logging in to their applicant accounts: [Retrieve Resume or Applicant Profile](#) [Login Help for External Applicants](#)

I don't have a resume and never needed one to apply to a job with the State of Vermont in the past. Why do I need one now?

While it's not required, we strongly recommend you provide a resume on your candidate profile. It makes it clearer for hiring managers to determine if you meet the qualifications!

There are so many types of resume style formats, what type should I use?

The new system will work best when you upload a **chronological** resume (most current job first and previous jobs below that) with your application. A well-organized resume that lists specific work history, duties and responsibilities, and education will be able to be read by the system and the information extracted from it will make your application time shorter!

What type of file format should I use to upload my resume?

The system will "parse" or extract your resume's information when creating your candidate profile. It is most accurate when you can provide a Microsoft Word (.doc or .docx) or Adobe PDF (.pdf) document. Image files such as .jpg and .png will not work. It is also not advisable to upload a "scanned" PDF version of a printed resume as the system's text reader may not work accurately.

Do you have any resources on creating a resume?

There is a lot of great information online, or you can go to our [resume writing tips](#) page on the Department of Human Resources Site. The important thing is to make sure your resume is clear and concise, and checked for spelling and grammar errors. Here is an example of [resume formatting tips for our new system](#).

What if I have more questions?

If you do have any more questions, please reach out to us at dhr.recruitment@vermont.gov and we will get back to you as quickly as possible.