

CREATING YOUR RESUME

**Tailor Your Resume to the
Job Description**



Customize your resume for each job application by aligning your skills, experiences, and achievements with the job requirements.

Resume Structure



Use clear headings, bullet points, and a professional font to enhance readability.

Resume Sections



Structure your resume with sections such as Summary, Work Experience, Skills, Education, and Certifications to present your qualifications effectively

**Highlight Relevant Skills
and Keywords**



Use industry-specific keywords and skills related to the job you're applying for. Showcase both hard skills (technical) and soft skills (communication, leadership) that are relevant to the position.

**Utilize Professional Formatting
and
Chat GPT Prompts to
Enhance Your Resume**



Use standard formats (PDF or Word document)
ChatGPT can assist in enhancing the language, structure, and content of your resume

Ascension Parish
1060 East Worthey Street
Gonzales, LA 70737
(225) 647-5557

Livingston Parish & East Feliciana Parish
29940 South Magnolia Street
Livingston, LA 70754
(225) 435-0606

Iberville & West Baton Rouge
Pointe Coupee & West Feliciana Parish
23510 Railroad Avenue
Plaquemine, LA 70764
(225) 687-0969

Tangipahoa & St. Helena Parish
403 Market Street
Hammond, LA 70401
(985) 902-4200

Washington Parish
537 Kentucky Avenue
Bogalusa, LA 70427
(985) 545-1050

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