



## Résumé Requirement

It is WorkForce One Employment Solutions' goal to help you to become more competitive in your job search, for this reason we require that all customers who seek our assistance have a résumé.

In this tough economy, with more than five applicants for every posted job, hiring managers are receiving a high volume of applications. One of the first ways in which they begin narrowing down applicants is by eliminating those without a résumé. Thus not having a résumé may cost you your next right job.

Having a well-written résumé is *the* most important thing a job seeker can do to increase their chances of success when applying for a job. If you do not currently have a résumé, WorkForce One can assist you in creating one. Please use our résumé builder worksheet to help you gather the information that you will need to create your résumé. Additional assistance is offered in our résumé workshop.





