APPLYING TO THE **STATE OF MINNESOTA**

Resume Writing Tips

- **Include as much of your work experience as possible.** There are no limits on how many years of experience you can share, and no restriction on the amount of pages or resume length.
- **Clearly explain how you meet the minimum qualifications and job requirements.**
  - Add details about what you did in previous jobs.
  - Include numbers or facts to show your achievements.
- **Format employment dates consistently.** Use the MM/YYYY - MM/YYYY format to list your employment dates.
- **Include a professional summary.** Summarize your experience, qualifications, and interests at the top of your resume.

Career Site Tips

- **View all jobs.** Use the filters to narrow your search.
  - Search by agency, location, or job family.
  - Search by job ID for a specific posting.
- **Create alerts** to be notified of similar jobs that you've applied to.
- **Upload a resume** to skip manually entering your work experience.

MINNESOTA