Resume Preparation Tips
Applying for a Position with Montgomery County Government (MCG)

Tip 1: Review the job's minimum qualifications and, if applicable, the preferred criteria, so that you can address them in your resume.
When preparing your resume, keep in mind that all job postings in MCG's online job application system contain minimum qualifications that you need to meet in order for your online application to be reviewed. If your resume indicates that you do not meet the job's minimum qualifications, your application will not be considered.

In most cases, the job posting will list preferred criteria. It is in your best interest to include all relevant preferred criteria in your resume. During the online qualification and assessment section of the job application process, you will be asked to address these preferred criteria. Your online answers should be consistent with the preferred criteria you include in your resume.

Tip 2: Review the job's Classification Specification.
The Montgomery County Government Classification Plan includes general descriptions regarding the various types of positions available within MCG. Reading the job's classification specification should give you a better understanding of the job.

Tip 3: Ensure your resume contains the following information:
- Your name, address, phone number and email address
- An objective (brief statement describing the position desired)
- Your education level:
  o Name of the institute and degree earned (High School, GED, High School Certificate of Completion, Associate's Degree, Bachelor's Degree, Masters' Degree, PHD, JD, etc.)
  o Number of credit hours earned if no degree was obtained (note that sometimes year is important); refer to Equivalencies for Education and Experience.
- Your work history in reverse chronological order (e.g., 2016, 2015, 2014, etc.)
  o Title of position held
  o Month and year the position started/ended
  o Whether you were working in a full-time or part-time capacity
  o List of duties and responsibilities associated with each position
- Trainings, licensures, certifications (include credit hours)
- Multilingual skills
  o List of languages you speak fluently (other than English); note that, depending on the position, department operational needs, and clients served, the County will provide employees who are bi-lingual with additional pay (Multilingual Pay Differential)
- Volunteer hours (agency, location, hours, dates, type of work)
- Preferred Criteria section (if applicable)—See Tip 1

Tip 4: Do not submit paper resumes or lengthy resumes.
All resumes must be uploaded online as part of the application process. Faxed or emailed resumes are not accepted. It is best to keep your resume under five pages. You do not need to upload a cover letter with your resume, but if you wish to do so, combine it with your resume and upload them as one document.

Tip 5: Proofread your resume for accuracy and spellcheck it before uploading it.
After you upload your resume and submit your online application, you will not be able to preview, delete or replace your resume, so please review it carefully before you submit your application online.