

Writing A Resume: Tips for individuals with disabilities

When writing a job resume, selecting the correct template, and following a few tips can make the process easier and result in a resume that will stand out and help you get an interview. **DSANI can provide a few electronic templates upon request. If you would like a resume template or someone from DSANI to review your resume or provide help and suggestions, please send a request via email at dsani.advocacy@gmail.com**



TYPES OF RESUMES

<input type="checkbox"/>	<p>Chronological Lists your work history in reverse order, starting with your current or most recent job and working backwards. Good when you have good work history.</p>	<input type="checkbox"/>	<p>Functional or Skills-based Focuses on skills and strengths important to employers. Omits specific dates, names, and places. De-emphasizes a spotty work history.</p>
<input type="checkbox"/>	<p>Combination Blends work history with functions or skills. Shows upward mobility and how the skills you have used in the past apply to the job you are seeking. Emphasizes transferable skills.</p>	<input type="checkbox"/>	<p>Visual or Portfolio Contains graphic representations of your key highlights and skills. A short video or PowerPoint presentation may also be used. Include your LinkedIn information if you have a profile.</p>



RESUME-WRITING TIPS

<input type="checkbox"/>	<p>You Don't Have to Mention Your Disability You don't have to mention your disability if you don't want to. The ADS protects you in most instances from discrimination. You can mention a disability in the context of any special arrangements you may need for an interview.</p>	<input type="checkbox"/>	<p>List and Mention Your Experiences Elaborate on any experiences and achievements to showcase skills or capabilities. List items such as volunteer experiences, training, events, affiliations with groups that provide training or life skills, school experiences, leadership roles, job shadowing experiences, career fairs, etc.</p>
<input type="checkbox"/>	<p>Keep the Resume Short, Neat and Professional Keep the resume to one page; two pages max. Use appropriate sections and headings to make the resume easy to read. Taylor the resume to the specific job you are applying to. Ensure spelling and grammar is correct. Don't use fancy fonts. Use good paper and black ink only; avoid other colors.</p>	<input type="checkbox"/>	<p>Have Your Resume Reviewed Ask someone with experience to review your resume and provide suggestions. Provide them with the resume as well as the job listing or job descriptions. DSANI usually has someone on the board who can review a resume.</p>
<input type="checkbox"/>	<p>Consider a Visual Resume or Portfolio Create a visual resume or portfolio of your goals, skills, and accomplishments. Use pictures, graphics and/or sound to help discussions during an interview. You should still submit a traditional resume and mention that you have one to submit.</p>		

