



Resume and Letter of Qualifications Tips

At the Department of Revenue (DOR) we always ask for a resume and a letter of qualifications as part of our job application process. A letter of qualifications is meant to introduce yourself as a candidate, provide details on your education and work experience as they relate to the specific position you are applying for, and explain why you would be a good fit for the job. A resume summarizes your job experience, work accomplishments, and educational background. Together, a resume and letter of qualifications provides a **full picture** of your qualifications as a candidate.

It is important that these documents clearly describe your background so the job expert(s) evaluating your application materials are able to make an accurate judgment regarding your qualifications. **Your resume and letter of qualifications are very important parts of your application and are used during our evaluation process to determine your qualifications as they relate to the job.**

We recommend updating your resume and letter of qualifications for each individual job you apply for. To do this, you should describe your education, training, and experience related to items listed in the "Qualifications" section of the job announcement. If it's not clear in your resume how you have experience in these items, it's important to use the letter of qualifications to clarify that. Be sure to read the job announcement fully and evaluate the skills required of the job in order to match them with your own skills and experiences within your resume and letter of qualifications. Both your resume and letter of qualifications must provide sufficient detail to portray your qualifications as a candidate.

Your letter of qualifications should include:

- Additional information regarding your past work experience or coursework you have taken. A letter supplements and expands on the information provided in your resume.
- Specific examples to clearly demonstrate your level of expertise and past responsibilities.
- Highlights of your most relevant skills and experiences as they relate to the **specific** job you are applying for.
- Clear descriptions of how your past education and experience relates to the duties of the position. Use the information provided in the job announcement to help make this connection in your letter.
- Any experience you have related specifically to the "Qualifications" section of the job announcement.

Your letter of qualifications should not be simply an introduction of yourself and a request for job experts to review your resume. Typically a letter of qualifications is 1-2 pages, with 2 pages being the maximum.

Your resume should include:

- Your educational background, including any course work that is related to the position you are applying for.
- Summary of your employment history, including work accomplishments and skills used.
- Your contact information, including an email and a phone number.
- Any experience you have related specifically to the "Qualifications" section of the job announcement.

Good luck!