



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# Steps To Landing Your Next Job

## Resume Best Practices

|     |   |
|-----|---|
| 1.  | List an appropriate email address.  |
| 2.  | Font type and sizes should be clear.  |
| 3.  | Be proud of your education & ensure it states the field of study. If you have not graduated, indicate "Graduation pending". |
| 4.  | Attempt to keep page length to a minimum.   |
| 5.  | Include applicable experience as well as relevant research projects.  |
| 6.  | Do not include references on resumes.   |
| 7.  | List interests & hobbies if they are relevant to the position.  |
| 8.  | Ensure that relevant information from the job posting is demonstrated in your resume.                                       |
| 9.  | Try your best to tailor your resume to the job posting.   |
| 10. | Use relevant words from the job posting in your resume so artificial intelligence screening does not rule you out.          |



For Metropolitan's Listing of Available Jobs:

[www.mwdh2o.com/careers](http://www.mwdh2o.com/careers)

