



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)

