

Wisconsin Department of Corrections Resume and Letter of Qualifications Tips

Thank you for your interest in employment with the Wisconsin Department of Corrections (DOC). We're happy you're considering us, and want to ensure you have the tools to be as successful as possible in your application process. Please consider the guide below as you prepare your application materials.

When applying for a state job, be sure to read through the job posting completely and review the qualifications in order to understand the requirements of the position. The DOC always requires a resume as part of the job application process, and we will often ask for a letter of qualifications in addition to a resume.

We recommend you review and update your resume and letter of qualifications (if required) every time you apply for a position with the State. It is important these documents clearly describe your education, experience, and training as they relate to the job qualifications described in the posting. This is so the job expert(s) evaluating your application materials can make an accurate assessment regarding your qualifications.

A resume should include the following items:

- Your educational background, including coursework, especially as related to the job posting
- Your employment history, including dates, experiences and/or duties, as well as accomplishments and skills
- Additional experience related to the qualifications of the position (e.g. volunteer work or internships, certifications, etc.)
- Additionally, be sure that any acronyms and/or abbreviations you use are spelled out the first time they are used

Your application materials should not include demographic information such as race, color, religion, sex, creed, disability, etc. Further, you should not include any self-identifying information such as your photo, social security number, political affiliation, citizen status, or conviction record.

A letter of qualifications is meant to expand and complement your resume. It is not a replacement for a resume, nor should it be a request for the job expert(s) to review your resume. A good letter of qualifications should include the following:

- Details regarding specific work, education, training, etc. as it relates to the job qualifications
- Specific examples that clearly demonstrate your level of expertise
- Highlights of your most relevant skills related to the job qualifications

Job experts will review your resume (and letter of qualifications if required) in relation to what is highlighted in the job announcement, so make sure you are highlighting the relevant education and experience as it relates to what is described in the job announcement.

Finally, it's important to review the page limits for your resume and/or letter of qualifications. The job announcement and assessment will always indicate the number of pages allowed for the resume and letter of qualifications, and these should be observed.

Good luck!