



Be a qualified candidate, not just a job-seeker. Write targeted resumes.

Employers skim a resume for a matter of seconds. They are looking for qualified candidates, not just a job seeker. Your job search will be more effective if you create **targeted resumes**.

A **targeted resume** highlights your recent and relevant experience and skills that relate to a specific job. Adapt your resume to include key words from the field and industry so an employer can see an obvious match and will want to call you in for an interview.

Content of a Resume

- 1 Contact information**
Your full name, address, a phone number and an email. If you have it, include your LinkedIn.
 - 2 Summary of qualifications**
A brief summary of your relevant skills that match the position for which you are applying.
 - 3 Employment/Experience**
Relevant places where you have worked, dates employed, job title and bulleted list of job responsibilities, including results and outcomes. You can also include internships, volunteer experience and school projects.
 - 4 Education/Training**
Relevant degree programs, certificate programs, coursework, other training, etc.
 - 5 Optional sections**
Professional organizations, memberships, presentations, awards, etc. that are related to your targeted job or career goal.
-  **Notes**
No need to include references on your resume, and you do not need to list “References available upon request” — this will be assumed.

Be consistent with your formatting choices throughout the resume and double-check your spelling and grammar. It's a good idea to have someone else proofread it.



Resume FAQs

Do I need more than one resume?

This answer depends on your job search goals. Just make sure your resumes match the job postings.

Does it have to be one page?

Most hiring managers prefer a one page resume but if you do go to a second page, make sure that the information is still relevant to the position.

Do I have to list every job I've ever had?

Not necessarily. Pay attention to the requirements for years of experience. If they ask for 3-5, you don't need to give them 20+ years; this might even make you overqualified for the job.

How many bullet points should I have underneath each job?

A general guideline is to have about 4-5 bullets under each experience.

Does education go on the top or the bottom of a resume?

It depends. For current students or recent graduates who don't have a lot of work experience, it makes sense to have your education on top. Also, if you are making a career transition and have enrolled in an education or training program, it can be good to put it on the top. Otherwise it generally goes on the bottom.

Where do I list my volunteer experience?

It depends. When you are unemployed, listing some kind of volunteer, pro-bono or temp work in your experience section can be a great way to avoid a gap. If you are just trying to show other organizations you have worked with, list them in a separate section.

What is the difference between a chronological and functional resume?

A chronological resume starts from the present and goes backwards under each category. A functional resume focuses more on your skills and deemphasizes the dates of your jobs. Employers tend to prefer a chronological resume. Another option can be to use two sections for your experience: "Relevant Experience" and "Other Experience."



Resume verbs by skill

Accomplishments/Results Verbs			
Achieve	Expand	Improve	Reduce
Awarded	Exceed	Increase	Strengthen
Decrease	Implement	Initiate	Transform

Communication Skills			
Collaborate	Contribute	Instruct	Market
Communicate	Demonstrate	Interact	Present
Compose	Facilitate	Liaison	

Customer Service Skills			
Assist	Process	Refer	Streamline
Guide	Promote	Sell	Supervise
Maintain	Provide	Stock	

Financial Skills			
Allocate	Budget	Estimate	Reconcile
Assess	Calculate	Prepare	Verify
Audit	Compute	Process	
Balance	Correct	Project	

Organizational Skills			
Arrange	Distribute	Prioritize	Submit
Categorize	Identify	Research	Support
Compile	Plan	Schedule	
Delegate	Perform	Sort	

Teaching & Helping Skills			
Accommodate	Aid	Encourage	Observe
Adapt	Assist	Lead	Refer
Advise	Coach	Mediate	
Advocate	Develop	Facilitate	

Technical Skills			
Assemble	Develop	Operate	Replace
Build	Install	Program	Solve
Design	Model	Repair	Troubleshoot



Resume Worksheet

Contact Information

Name _____ Address _____ City _____ State _____ Zip _____
 Phone number _____ Email address _____

Employment/Experience (begin with the most recent)

Company _____ Position _____ City _____ State/Country _____
 Start date (Month/Year) _____ End date (Month/Year) _____
 Duties _____

Company _____ Position _____ City _____ State/Country _____
 Start date (Month/Year) _____ End date (Month/Year) _____
 Duties _____

Company _____ Position _____ City _____ State/Country _____
 Start date (Month/Year) _____ End date (Month/Year) _____
 Duties _____

Education/Training (begin with the most recent)

Name of school _____ City _____ State/Country _____
 Degree type _____ Major _____
 Start date (Month/Year) _____ End date (Month/Year) _____
 Did you graduate? YES NO Date of graduation _____

Name of school _____ City _____ State/Country _____
 Degree type _____ Major _____
 Start date (Month/Year) _____ End date (Month/Year) _____
 Did you graduate? YES NO Date of graduation _____



Write a summary of qualifications to target your resume

Identify the skills needed for your target job and list the key words:

With this target job in mind, write a few sentences that summarize your skills and experience:

Examples of summaries of qualifications

1

Hands-on maintenance professional with experience supervising staff, managing inventory and overseeing budgets. Expertise in providing excellent service while prioritizing workload. Known for being patient and dependable.

Heavy equipment operation
Preventative maintenance
Painting

Basic plumbing/electrical
HVAC systems
Power and hand tools

Snow/ice removal
MA driver's license
MS Office

2

- Hardworking and reliable college student seeking a part-time PCA position
- Previous experience providing companionship and personal care to family members
- Skilled in meal planning, providing medication reminders, running errands and housekeeping
- Bilingual in English and Amharic; current driver's license; clean driving record

3

Experienced educator seeking to transition to an administrative role. Expertise as a liaison between administrators and educators. Skilled in managing logistical details, conducting research, analyzing data and writing confidential reports. Technical proficiency with Google Docs, Skype, WordPress and Microsoft Office (Word, Excel, PowerPoint and Outlook).



Note

These three summaries correspond to the sample paragraphs on page 4 of the cover letter packet.





Write accomplishment statements for a better resume

When writing a resume, it is important to not only explain what you were required to do in your work (job responsibility), but expand on your success (action and result). Take a look at the following examples to see how to write accomplishment statements:

Job responsibility
Processed customer payments

+

Action
Upsold merchandise displayed at register

+

Result
Increased weekly sales

=

Accomplishment statement
Increased weekly sales by upselling merchandise displayed at cash register during checkout process

Job responsibility
Ordered supplies

+

Action
Identified new vendors

+

Result
Reduced annual budget by 15%

=

Accomplishment statement
Identified new vendors for office supplies, reducing cost of products by 15%

Job responsibility

+

Action

+

Result

=

Accomplishment statement

Job responsibility

+

Action

+

Result

=

Accomplishment statement

