

**What is a resume?**

A resume is a custom designed, written summary of your background. It provides a thumbnail sketch of your education, experience, and qualifications to a prospective employer. An effective resume targets a specific job and relates your skills and experience to that position.

**What is the purpose of a resume?**

A good resume (in combination with a cover letter) will assist you in getting an interview. The employer will select applicants on the basis of how well skills match up with the job requirements. Sometimes, the difference between getting an interview and being placed in the “no” pile is a well put-together resume.

**Can I have the same resume for every job I apply for?**

Creating a targeted resume for each position you are applying for will get you the most response. It is vital to make it easy for an employer to see why you are qualified for a position, and generic resumes cannot do this efficiently. It is helpful to create several versions of your resume specific to different industries, and simply tweak for each position based on the job description.

**What is a “Targeted Resume”?**

This is the type of resume that is most often recommended by our office. Experience is listed in order of relevance to the position or industry that one is applying for, rather than just in reverse chronological order. Section titles are very specific to the industry and/or areas of experience one possesses, such as “Marketing Experience” or “Medical Experience” rather than just listing all items in one group called “Experience.”

**What should my resume look like?**

Developing a well organized, consistent, readable layout determines if it gets read! You only have 30 seconds of the employer’s attention so direct the reader’s eyes to the format.

- Avoid dense text appearance, which is difficult to read, and blocks of text, or paragraphs
- Margins can be adjusted, but should be even (Top = Bottom & Left = Right) and no less than 0.5” all around
- Font size should be no less than 10 pt and no more than 12 pt. Your name can be as large as 18-20 pt
- Use high-quality white or off-white paper when submitting a hard copy—stay conservative

**Resume Writing Tip:**

For each entry on your resume, be sure to include the name of the organization, your role at the organization, the dates associated with the experience, and the location (city and state).

**Necessary Categories of a Resume:**

**Heading/Personal Data:** Make sure your name is the most obvious piece of information on your resume. Include present address and/or permanent address (including apartment number if applicable), phone number (with area code) and a professional email address. **Do not** include personal information such as age, marital status, or health issues. Sample:

**Razor Shark**

3301 College Avenue Apt. 1A • Davie, FL 33314 • (954) 262-7201 • *career@nova.edu*

**Education:** List educational background in reverse chronological order, starting with your highest degree, even if you are currently pursuing it. Do not include high school or associate’s degree unless it is the extent of your formal education. For each degree give the following: Degree and (expected) date of graduation, name and location of each school attended, and major/program and minor if relevant. Sample:

<b>Nova Southeastern University, Davie, FL</b>	Anticipated: May 2015
Master of Business Administration	
<b>Florida International University, Miami, FL</b>	May 2009
Bachelor of Science in Psychology, Minor: Business Administration	

**Experience:** This may include work or volunteer experience. Depending upon which format you choose, organize your work experience in reverse chronological order or by functions and skills. Should you have many years of relevant work experience, you may want to consider entering this section before your education.

## Additional Categories of a Resume:

Summary of Qualifications  
 Relevant Skills  
 Leadership Experience  
 Extracurricular Activities  
 Community Involvement

Military Experience  
 Professional Memberships/Affiliations  
 Related Coursework  
 Academic Projects  
 Scholarships/Awards

Publications  
 Publications  
 Military Experience  
 Memberships/Affiliations  
 Related Coursework

## Action Verbs:

### COMMUNICATION

Acted as liaison	Counseled	Interviewed	Translated	Commented	Moderated
Corresponded	Interpreted	Presented	Authored	Guided	Recommended
Instructed	Notified	Trained	Edited	Mediated	
Negotiated	Sold	Arbitrated	Marketed	Published	
Referred	Advocated	Displayed	Publicized	Consulted	
Advised	Demonstrated	Promoted	Wrote	Informed	

### ADMINISTRATION

Administered	Represented	Issued	Consolidated	Provided	Governed
Determined	Arranged	Oversaw	Eliminated	Supervised	Offered
Implemented	Dispatched	Reviewed	Managed	Controlled	Rectified
Ordered	Instituted	Conducted	Presided	Founded	Terminated
Regulated	Overhauled	Distributed	Selected	Obtained	Delegated
Appointed	Revamped	Launched	Contracted	Recruited	Headed
Directed	Completed	Prescribed	Executed	Supplied	Opened
Organized	Dispensed	Routed	Motivated	Coordinated	Referred

### PLANNING AND DEVELOPMENT

Broadened	Initiated	Devised	Prepared	Improved	Proposed
Developed	Planned	Estimated	Designed	Modified	
Drafted	Created	Invented	Discovered	Produced	

### ANALYSIS

Amplified	(needs)	Examined	Diagnosed	Compiled	Tested
Computed	Solved	Investigated	Forecasted	Disapproved	
Evaluated	Analyzed	Studied	Programmed	Formulated	
Identified	Detected	Calculated	Systemized	Researched	

### FINANCIAL/RECORDS MANAGEMENT

Audited	Allocated	Balanced	Catalogued	Charted	Classified
Collected	Condensed	Documented	Expedited	Guaranteed	
Invested	Inventoried	Listed	Logged	Maximized	
Minimized	Monitored	Processed	Procured	Purchased	
Recorded	Scheduled	Tallied	Traced	Updated	

### GENERAL

Accomplished	Increased	Achieved	Served
Contributed	Strengthened	Delivered	Transformed

### Examples of Tenses:

Present tense: Develop a spreadsheet to track attendance using Microsoft Excel  
 Past tense: Developed a spreadsheet to track attendance using Microsoft Excel