



Job Searching Tips



1. Know Your Wants

Consider the work environment, salary range, benefits, schedules, and job titles that appeal to you. Setting objectives can make the search process less overwhelming.

2. Research Companies

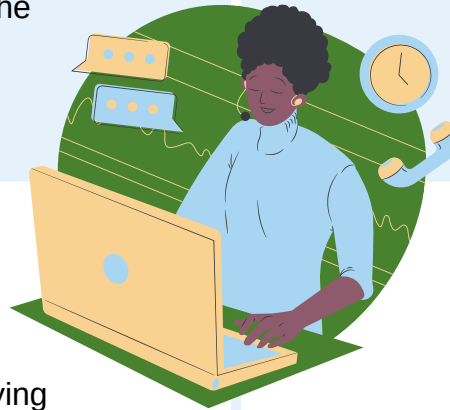
Finding more information about a company will allow you to tailor your resume to their specific needs/values. This can also be useful for interview prep.

3. Be Selective

When feeling the stress of needing work, it's easy to begin applying for everything you see. Try to be patient, and work to control the anxiety that comes with needing a job. This way, you can focus your efforts on applying for jobs that are best suited to your skills and personal preferences.

4. Stay Organized

Keep track of all the positions you've applied for. Write down each company name, date applied, and other details that would be useful to refer back to in case you are selected for an interview or need to follow up on your application.



Finding a Job



- **Network** with everyone you know. You never know who might be able to help with your search or connect you with someone who can.
- **Attend** career fairs.
- **Contact** career centers.
- **Create a list** of companies you'd like to work for. Check their websites often and sign up for email job alerts so you don't miss new listings.
- **Social media** - Follow companies you would be interested in working for. You may also make a profile on professional networking sites, such as LinkedIn, to become more visible to recruiters.

Online Job Search Platforms

Common websites include: Indeed, Glassdoor, Monster, LinkedIn, and ZipRecruiter.

- Use keywords that match your interests.
- Include the locations where you want to work.
- Utilize advanced search options or filters to narrow down your search and find the most relevant results.
- If you're not finding results, you may need to broaden your search terms.

Sources



- <https://www.thebalancecareers.com/steps-to-find-a-new-job-2060725>
- <https://www.indeed.com/career-advice/finding-a-job/job-hunting-tips>
- <https://www.monster.com/career-advice/article/Top-5-mistakes-people-make-when-looking-for-a-new-job>
- <https://www.glassdoor.com/blog/guide/how-to-search-for-a-job/>

Resume Writing Quick Tips

It's important to examine your work history through the lens of your target employer, so all resumes should be tailored for the specific job you are applying for. Here are a few tips to help organize and strengthen your resume.



Choose a Format

Chronological

This is the most commonly used format. It provides a chronological listing of job titles and responsibilities. Job titles are listed in reverse order so the most recent job is placed first. An example is included on page 4.

Functional

This format is useful for those who have less than two years of experience, are returning to the workplace after a long absence, or have a career path that has significantly changed over time. In this format, skills/abilities are the main focus. An example is included on page 5.

Combination

This combines aspects of both chronological and functional resume formats. Skills and accomplishments are prominently displayed like the functional format, along with a chronological list of your work experience. An example is included on pages 6 and 7.



Text Formatting

- Resumes should be 1 or 2 pages long depending on years of experience.
- Use a professional font, such as Times New Roman, Helvetica, Arial, or Calibri.
- Font sizes 10-12 should be used in the body, and sizes 14-16 should be used in headings.



What to Include

Contact Information - Include your first and last name, phone number, and a professional sounding email address. If necessary, you may also include your mailing address.

Professional Experience (Work History)

- Focus on accomplishments rather than daily tasks.
- Use **Action Verbs**.

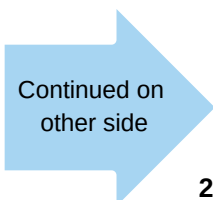
Examples:

- *Administered*
- *Completed*
- *Designed*
- *Evaluated*
- *Improved*
- *Organized*
- *Repaired*
- *Assisted*
- *Coordinated*
- *Developed*
- *Expedited*
- *Increased*
- *Oversaw*
- *Resolved*
- *Budgeted*
- *Created*
- *Documented*
- *Facilitated*
- *Managed*
- *Planned*
- *Revamped*
- *Compiled*
- *Decreased*
- *Established*
- *Implemented*
- *Operated*
- *Provided*
- *Trained*

- Try to quantify your achievements.

Examples:

- *Led team of **15** employees through training and professional growth.*
- *Recommended workflow and budget improvements resulting in **40%** savings per event.*



What to Include (Continued)

Education

- Include the name of the institution, location (city/state), and degree earned.
- You may include your GPA, graduation date, extracurricular activities, or honors/awards.

Core Competencies (Skills)

- Tailor these to the job you are applying for. Showcase your most important and relevant skills specific to the position.
- **Soft Skills** - Abilities that relate to how you work and how you interact with other people. Examples: *Dependability, Teamwork, Organization*.
- **Hard Skills** - Technical knowledge or training that's gained through life experience, careers, or education. Examples: *Microsoft Excel, Research, Social Media*.



Include if Applicable

- Professional certifications/licenses/awards
- Volunteer or internship experience
- Foreign languages: include fluency and if it's written or verbal
- Military service

Do Not Include

- Your age, race, religion, sex, and national origin
- Photographs of yourself
- Typos and grammatical errors

Sources

- <https://www.indeed.com/career-advice/resumes-cover-letters/10-resume-writing-tips>
- <https://www.thebalancecareers.com/resume-formats-with-examples-and-formatting-tips-2063591>
- <https://www.mypperfectresume.com/career-center/resumes/how-to/write>
- *Knock'em Dead Resumes: 9th Edition* by Martin Yate



John Smith

Phone: 111-222-3333
Email: Johnsmith@gmail.com

PROFILE

Award-winning, conscientious finance major adept at determining timely solutions to challenging situations using superior communication skills.

(The standard “Objective” that always used to be included on resumes is outdated. The Objective simply stated your desired position, which is little use to a potential employer. We recommend a “Profile” or “Headliner” instead, an example of which is shown above. It captures your main traits or experiences that best relate to the job you are applying for. It should be edited and updated for each different potential job.)

PROFESSIONAL EXPERIENCE

The Olive Restaurant, FL 2011 – Present
Hospitality Coordinator

- Promoted from certified trainer to hospitality coordinator to provide all aspects of operational support to the senior management.
- Quickly analyzed and troubleshoot stressful and challenging situations to ensure client satisfaction.
- Maintained exceptional food service to diverse clientele by following company guidelines and policies.
- Proven ability to multi-task: supervise servers, direct seating and table arrangements, present dishes with strict attention to detail and quality, and address client concerns with positive attitude and affable interpersonal skills.

Certified Trainer

- Promoted from bartender/server to certified trainer to train and motivate all new servers.
- Reviewed and recommended new servers for permanent positions.

(The experience section is the most important part of a chronological resume. Most of your accomplishments and duties in previous jobs will be listed here in chronological order. In this section, be sure to focus on what sets you apart from other candidates, i.e. include concrete examples of your effectiveness in each position held. Of course, this type of resume works best for someone who has held jobs in one field with steady advancement and is looking to continue in this field.)

EDUCATION

Bachelor’s Degree in Finance, 2014
International Finance and Investments, GPA: 4.0
University of South Florida, Tampa, FL

Extensive coursework in mathematics, physics, and advanced mechanical engineering
University of Florida Gainesville, Gainesville, FL

(The position of this section can be moved around on a resume depending on its relevance. For a recent college graduate, or someone with advanced degrees in their field, it might be better to place this closer to the top of the resume. You should include the name of the institution, degree or certificate awarded, location, and date, or number of years in the role.)

COMPUTER SKILLS

Proficient in MS Office Suite.

(This section does not need to be limited to just computer skills. You can list any relevant skills you might have in this section (language skills, for example). The position of the section can also be moved around within the resume depending on the relevance of these skills to the job you are applying for.)

FUNCTIONAL RESUME FORMAT

Sue Roberts

Phone: 111-222-3333
Email: Sueroberts@gmail.com

Dedicated customer service professional with MBA background offering versatile and diverse managerial skills to increase client retention and boost company revenue

(A “Profile” or “Headliner” captures your main traits or experiences that best relate to the job you are applying for. It should be edited and updated for each different potential job.)

PROFILE OF QUALIFICATIONS

- Operations Management: Promoted from entry level positions to staff and management positions.
- Staff Development/Training: Trained and developed inexperienced sales and administrative support staff into a multi cross functional staff.
- Accounts Payable/General Ledger: (Please describe how you performed your job with emphasis on accomplishments.)
- Technical/User Support: (Please describe how you performed your job with emphasis on accomplishments.)
- Trend Analysis/Forecasting: (Please describe how you performed your job with emphasis on accomplishments.)
- Marketing & Promotions: Launched bookstore’s first website to capture out-of-state students and alumni merchandise and book orders.
- Customer Relations: Extensive experience handling a variety of different clientele through various levels of communication, from customers, vendors, staff, faculty, distributors, publishers, and entrepreneurs.

(This section really helps to drive home to the potential employer the fact that you are an excellent fit for this position. It should focus on the skills and experience most relevant to the job you are applying for. When necessary, change verb tenses from present to past to reflect the time these functions were performed. For example: Use the past tense if this was performed on a previous job and not during your current position.)

PROFESSIONAL HISTORY

<i>Customer Solutions Agent, Company Name</i>	2014 – Present
<i>Retail Associate, Company Name</i>	2013 – 2013
<i>Manager, Company Name</i>	2008 – 2012
<i>Assistant Manager, Company Name</i>	2006 – 2008
<i>Sales Rep, Company Name</i>	2004 – 2006

(The Professional History section shows your history of employment. Your major responsibilities and accomplishments in these roles should have been listed in the section above. Work history included on a resume normally dates back between 10 and 15 years (or less). Company name, your title, city and state, and employment dates should be included.)

EDUCATION

MBA in Marketing, 2009
BA in Accounting and Business, 1999
Example University, NY

(The position of this section can be moved around on a resume depending on its relevance. For a recent college graduate, or someone with advanced degrees in their field, it might be better to place this closer to the top of the resume. You should include the name of the institution, degree or certificate awarded, location, and date, or number of years in the role.)

COMBINATION RESUME FORMAT

Jim Brown

Phone: 111-222-3333
Email: Jimbrown@gmail.com

Award-winning, proactive human resources professional with extensive background in personnel recruitment, placement, retention, and policy development with expertise in regulatory compliance

(A “Profile” or “Headliner” captures your main traits or experiences that best relate to the job you are applying for. It should be edited and updated for each different potential job.)

SUMMARY OF QUALIFICATIONS

- Proven talent for recruiting, motivating and leading collaboratively with diverse teams of managers and specialized professionals.
- Hands-on, versatile leader with demonstrated track record of building cooperative, productive teams that work efficiently toward common goals and organizational objectives.
- Knowledgeable in employment policies and regulations:
 - Human Resources Information System (HRIS)/Benefits Administration and Budgeting
 - Equal Employment Opportunity Commission policies
 - Environmental Health & Safety Forms Management/Freedom of Information Act Management
 - Quality Assurance and Personnel Security clearance
- Proficient in all Microsoft Office applications.

(This section really helps to drive home to the potential employer the fact that you are an excellent fit for this position. It should focus on the skills and experience most relevant to the job you are applying for.)

PROFESSIONAL HIGHLIGHTS

VICE PRESIDENT, Human Resources/Personnel Readiness Operations

2006 – Present

Robins Air Force Base, GA and Offutt Air Force Base, NE

- Execute \$964K education budget resources to develop cost-effective personnel readiness training programs in accordance with Department of Defense directives and policies.
- Maintain critical liaison between military and civilian support agencies to create high morale and facilitate overall welfare and oversight of a diverse group of 400 military and civilian personnel.
- Successfully administer civilian and military personnel family support services through mentoring and leadership-by-example guidance.
- Demonstrate strategic management of over 2,000 monthly personnel deployments supporting the national defense initiatives by seamlessly integrating all facets of personnel readiness operations, including the Status of Resources and Training Systems (SORT’s).

DIRECTOR OF PERSONNEL

2005 – 2006

Offutt Air Force Base, NE

- Directed and organized with distinction personnel programs for over 12,000 civilian and military personnel by implementing timely deployment, certified training, and execution of quality assurance measures.
- Effectively served as a budget official with \$82.7K budget and accurately oversaw allocation of \$12M in human resources management programs including timely disbursement of \$15M in bonuses.

COMBINATION RESUME FORMAT (CONTINUED)

PERSONNEL/SECURITY MANAGER

2002 – 2005

Peterson Air Force Base, CO

- Efficiently managed the second largest Personnel Reliability Program (PRP) in the Air Force by providing integral policy guidance for personnel training for six certifying officials and 4,800 + PRP resources.
- Successfully launched innovative combat-ready procedures for the support-integrated processing team for the Personnel Support for Contingency Operations (PERSCO).
- Validated and enforced policy guidance to 52 functional managers and nine bases; performed nuclear surety quality assurance visits to Personnel Reliability Program (PRP) locations.

EDUCATION

Bellevue University, NE

Bachelor's Degree in Human Resources/Labor Relations Management, 1998

(The position of this section can be moved around on a resume depending on its relevance. For a recent college graduate, or someone with advanced degrees in their field, it might be better to place this closer to the top of the resume. You should include the name of the institution, degree or certificate awarded, location, and date, or number of years in the role.)

AWARDS AND HONORS

Superintendent of the Year, 2007

Manager of the Year, 2001 – 2003

Personnel Specialist of the Year, 1990 – 1992

(This "AWARDS AND HONORS" section allows you to provide the potential employer with more information of your prior success. These will serve as high points and will allow your special qualities to show that you are willing to go the extra mile.)