

# **How to Create a “Job-Specific” Resume In Today’s Competitive Job Market!**

- **Prepare your “Master Resume” information file: this will include your entire work history, education/certifications & volunteer experience.**
- **Your resume is your application for an interview.**
- **It proves you match the pre-requisites necessary to excel in the position for which you are applying.**
- **Does the potential employer/gate-keeper/computer read every word to understand how you may fit into their company/organization? NO!**
- **What does the gate-keeper/computer look for? How well your resume matches the “must-haves” on the job listing.**
- **Does my resume need to only one page? NO! 2 to 3 pages are acceptable.**

# Accomplishments Resume

- **Contact Information:** Include your full legal name, city/state, direct phone number and professional email address. When applying for positions in Florida, you **MUST** have a Florida address.
- **Objective/Summary:** Optional! Only have an objective or summary if you have done your research and can illustrate how you can benefit the company's mission and/or bottom-line.
- **Most importantly:** Highlight your unique abilities and characteristics that match the must-haves for the specific position, in bullet format at the beginning of your resume.
- **Work History:** Start with your military career using civilian terms; no acronyms unless defined. List your accomplishments, in each position, that pertain to the “must haves” of the job listing for which you are applying.
- **Education:** No high school, unless recently graduated. List **ONLY** the degree/certifications that pertain to the job for which you are applying.

# Combination Resume

- **Contact information, objective/summary and the highlighted/bulleted section are the same as the ‘Accomplishments Resume’.**
- **Determine the primary 3-4 “must-haves” required to apply for this position; then, list your accomplishments in each category.**
- **Next section: provide a chronological work history with dates (month/year), title of your position (in civilian terminology) and the name of the company/organization.**
- **Education: Same as “Accomplishments Resume”. Only list education/certifications that pertain to the job for which you are applying.**

# Helpful Hints

- **In today's competitive job market you must create a job-specific resume. Bounce time is 6 seconds!**
- **Remember, build your resume based on accomplishments & educational background as it pertains to each specific position.**
- **Your resume will usually be screened electronically so match the exact verbiage that is REQUIRED to qualify for the position of interest.**
- **Each resume must highlight the alignment between your work experience and the job listing.**
- **Cover letters should only be used when you have been referred to a specific individual within the company. List in the cover letter why this person feels you would be an asset to the company. Snail mail would be best.**
- **Always have a military resume prepared for your interviewer may be in/or have served in the military.**
- **Do not list that "references will be furnished upon request" for that goes without saying.**
- **Do NOT include salary history for you will appear naïve.**
- **No fancy design or colors. Stick to black & white and Times New Roman or Arial font.**
- **Have your resume proofread before submission when possible. Don't fall in love with your copy and encourage/welcome suggestions from people who know you well.**