

Tips for Job Specific Resume Development

- Ideally one page (preferred) but never more than two pages (acceptable)
 - Create your content first and it will shape the number of pages
 - Cover the past 10 years of employment — **not** your entire work history
 - Consider saving your resume document as a MS Word or RTF document using the following: Your First and Last Name _ Position _ Company
Example: Jane Doe_Cashier_WinnDixie

- Should be a stand-alone document
 - Strategic cover letter adds context but your job specific resume connects you to the position in which you are interested

- Your job specific resume ***IS*** your marketing piece
 - Must be business appropriate
 - Must demonstrate an effective communication style
 - Must have a sense of perfection

- Must be specific to the job for which you are applying and sell your value proposition to the employer
 - Should identify the position ***and*** demonstrate your fit for the position
 - Clearly states your qualifications for the position
 - Quantifies your key accomplishments
 - Go slow not fast — focus on quality not quantity

- Follow these ***three*** steps to create your job specific resume
 - Step 1: Create your general resume(s) **used for networking and social media**
 - Step 2: Identify ***and*** target your skills and qualifications on a job specific basis
 - Step 3: Include accomplishment statements to demonstrate you are results and outcome oriented

- Begins with ***and*** prepares you for the end in mind
 - Intimately connects you to the company and job duties
 - Sharpens your focus and prepares you for the interview

Your Name

Your Street Address
City, State, Zip Code
Phone Number and/or Cell Number
Email
LinkedIn URL

Summary

Identify the employer **Job Title** and a label of you that makes you an appropriate fit for the position. Then summarize the top three skills and qualifications you offer to the position you are seeking. This may include your recent or pending graduation in the field and two other top assets that match the employer job requirements.

Skills and Qualifications

- Fourth top skill or qualification that matches the employer job requirements
- Fifth top skill or qualification that matches the employer job requirements
- Sixth top skill or qualification that matches the employer job requirements
- Additional skills or qualifications as needed based on the job requirements

Key Accomplishments

- Top key accomplishment related to the job you are interested (preferably with numbers to quantify results of your efforts)
- Next key accomplishment

Volunteer Experience

Name of Company (non-paid) **Month/Year to Month/Year**
Title of Position **City, State**

- Job scope includes duties which are relevant to the position being applied for

Work Experience

Name of Company **Month/Year to Month/Year**
Title of Position **City, State**

- Job scope includes duties and key words which are relevant to the position being applied for (this may include additional accomplishment statements with numbers to quantify results)
- Additional job duties relevant to the job opening of interest

ACE Retail Corporation **10/06 to 10/11**
Store Manager **Ocala, FL**

- Managed all aspects of a mid-box retail store involving 125 employees and annual revenues of \$2.5M

Education and Training

School or College **Year of Graduation**
Type of Degree **City, State**

Military Experience (If applicable)

Branch of Service **Honorable Discharge** **Veterans Preference**

Your Name
Your Street Address
City, State, Zip Code
Phone Number and/or Cell Number
Email
LinkedIn URL

Date

HR Manager
Cloister Industries
4500 SW 38th Avenue
Ocala, FL 34470

Dear HR Manager,

This letter is in response to your posting in Employ Florida Marketplace for a Maintenance Technician. I have over 5 years' experience in industrial maintenance and believe my skills are a unique fit for the qualifications you desire. Specifically, I bring the following skills to Cloister Industries:

- First significant skill
- Second significant skill
- Third significant skill
- Fourth significant skill

Although I spent the last few years in a supervisory position, I welcome the opportunity to return to a role that will allow me to contribute to the daily needs of production. I remain flexible and am open to working any shift that may be required now or in the future.

Given all the above, I respectfully request the opportunity to interview with Cloister Industries so that we may discuss establishing a mutually beneficial relationship. I look forward to hearing from you in the near future.

Sincerely,

Jay Flounder

Jay Flounder

Action Verb List

MANAGEMENT SKILLS

Administered	Consolidated	Evaluated	Managed	Prioritized	Scheduled
Analyzed	Contracted	Executed	Organized	Produced	Strengthened
Assigned	Coordinated	Improved	Oversaw	Recommended	Supervised
Attained	Delegated	Increased	Planned	Reviewed	

COMMUNICATION SKILLS

Addressed	Collaborated	Directed	Formulated	Mediated	Promoted
Arbitrated	Convinced	Drafted	Influenced	Moderated	Reconciled
Arranged	Corresponded	Edited	Interpreted	Negotiated	Recruited
Authored	Developed	Enlisted	Lectured	Persuaded	Translated

RESEARCH SKILLS

Clarified	Diagnosed	Extracted	Interpreted	Organized	Surveyed
Collected	Evaluated	Identified	Interviewed	Reviewed	Systematized
Critiqued	Examined	Inspected	Investigated	Summarized	

TECHNICAL SKILLS

Assembled	Computed	Engineered	Operated	Remodeled	Upgraded
Built	Designed	Fabricated	Overhauled	Repaired	
Calculated	Devised	Maintained	Programmed	Solved	

TEACHING SKILLS

Adapted	Coached	Developed	Evaluated	Guided	Persuaded
Advised	Communicated	Enabled	Explained	Informed	Stimulated
Clarified	Coordinated	Encouraged	Facilitated	Instructed	Trained

FINANCIAL SKILLS

Administered	Appraised	Budgeted	Developed	Marketed	Researched
Allocated	Audited	Calculated	Forecasted	Planned	
Analyzed	Balanced	Computed	Managed	Projected	

CREATIVE SKILLS

Acted	Designed	Fashioned	Instituted	Originated	Shaped
Conceptualized	Developed	Founded	Integrated	Performed	Revitalized
Created	Directed	Illustrated	Introduced	Planned	
Customized	Established	Initiated	Invented		

HELPING SKILLS

Assessed	Coached	Diagnosed	Facilitated	Motivated	Rehabilitated
Assisted	Counseled	Educated	Familiarized	Referred	Represented
Clarified	Demonstrated	Expedited	Guided		

CLERICAL or DETAIL SKILLS

Approved	Collected	Generated	Operated	Purchased	Specified
Arranged	Compiled	Implemented	Organized	Recorded	Systematized
Catalogued	Dispatched	Inspected	Prepared	Retrieved	Tabulated
Classified	Executed	Monitored	Processed	Screened	Validated

OTHER VERBS

Achieved	Improved	Reduced	Resolved	Spearheaded	Transformed
Expanded	Pioneered				

Summary Statement

Your **Summary** statement is the *first* thing a potential employer sees. It's essential that it connects you to the job posting. The summary statement highlights the **top three skills** you bring to the position and matches some of the top requirements desired. An employer that recognizes you have some of the top essential skills will be motivated to review what you identify in your **Skills and Qualifications** section.

3 Steps to Creating an Effective Summary Statement

First: Identify a label of “you” that is consistent with the position you desire

Second: Include the exact title of the position you are applying for

Third: Highlight the top 3 skills/assets you bring to the position that match the requirements identified in the job posting

Job Title: Office Manager

Full-time Office Manager needed for local non-profit organization. Experience with QuickBooks, Microsoft Word, and Excel. Publisher experience a plus. Must be organized, flexible, and love animals. Job Duties include answering phones, filing, and general accounting including: account reconciliations, accounts payable, accounts receivables, preparing deposits and running weekly reports. Designing and distributing weekly newsletters, event fliers and signs to internal and external stakeholders. Correspond with customers and vendors. Other tasks as assigned.

- Must have 3 years of professional level office experience
 - High School Diploma/GED required; Associate's Degree or Bachelor's Degree a plus
 - Proficient in a variety of computer skills and software applications
 - Business appropriate attire required
 - Employer conducts: Drug screen, Reference and Background check
-

Sample Summary / Sample Skills and Qualifications

Example 1

Summary

Creative administrative professional desires a challenging **Office Manager** position for an organization that values: over 10 years executive level office management experience; strong computer proficiency including Microsoft Office Suite, Publisher, and QuickBooks; and extensive business accounting experience and financial report creation.

Skills and Qualifications

- Excellent communications skills - over the phone, in person and in writing
- Superior relationship building abilities with colleagues, vendors and external customers
- Extensive experience managing accounts reconciliation, including account payables and receivables
- Strong problem solving and critical thinking abilities
- Keen attention to details; excellent time management and organizational skills
- Passionate about animals and good cause organizations
- Bilingual - able to communicate effectively in both English and Spanish

Example 2
Summary
Office Manager

Creative administrative professional offering over 10 years executive level office management experience; strong computer proficiency including Microsoft Office Suite, Publisher, and QuickBooks; and extensive business accounting experience and financial report creation.

Skills and Qualifications

- Excellent communications skills - over the phone, in person and in writing
- Superior relationship building abilities with colleagues, vendors and external customers
- Extensive experience managing accounts reconciliation, including account payables and receivables
- Strong problem solving and critical thinking abilities
- Keen attention to details; excellent time management and organizational skills
- Passionate about animals and good cause organizations
- Bilingual - able to communicate effectively in both English and Spanish

Create Your Summary Statement

Job Title: _____

Label of You: _____

Top Three Skills/Assets:

1. _____

2. _____

3. _____

Summary

Accomplishment Statement

When it comes to accomplishments, numbers talk. Validate your accomplishments with dollars, percentages, and other values to show measurable results. Accomplishment statements reveal what someone completed or achieved as opposed to simply what they were responsible for. *Consider this:* The one thing that separates a so-so resume from a great one is the effective use of accomplishment statements.

Step #1	Describe a simple work duty, such as: <i>“Trained new employees”</i>
Step #2	Enhance your statement by adding the results of the action taken: <i>“Trained new employees resulting in increased customer satisfaction”</i>
Step #3	Quantify the results of the activity or the work effort: <i>“Trained 15 new employees over a 12 month period resulting in increased customer satisfaction by 120%”</i>

Accomplishment statements should be brief, specific, and results oriented. Begin each statement with an action verb. Use quantitative or qualitative measures wherever possible.

In general, consider an activity to be an accomplishment if any of the following occurred:

- Your performance exceeded past performances
- Equal results were achieved with fewer resources
- Things were made easier, simpler, or were done more quickly
- Something new was achieved

Work statements that can be turned into accomplishment statements by quantifying the results of the activities:

- Reduced costs, processing errors (resulting in increased quality, sales, etc.)
- Implemented a stronger advertising campaign that dramatically improved customer base
- Created and implemented programs to teach individuals to canoe, windsurf, and sail

OCCUPATIONAL EXAMPLES

A production/assembler shows reduced costs and improved performance:

“Initiated advanced assembly procedures to increase production 10% by reducing turnaround time from 5 to 4 days.”

A welder relays his dedication to quality:

“Achieved a record of zero defects in all pipe-welding and ductwork jobs.”

An engineer shows how she contributed to the bottom line:

“Drove \$1.2 million revenue increase by deploying 200-plus software suites for company’s leading product line.”

A minister demonstrates how he increased church participation:

“Helped grow membership from 175 to 249 in one year through active involvement in community events.”

Resume Review Instrument

Job Seeker Name/Talent Center Representative	Date		Referral
			Yes No
Part 1 - Top 10 Resume Fundamentals	Not Acceptable	Acceptable as is	Needs Improvement
Is complete contact information provided and displayed in a business appropriate manner with no unusual spaces or extra lines?			
Is there a business looking email address identified that is absent of numbers that could represent the individuals age or year of birth?			
Does the resume represent a sense of perfection and is absent of spelling, punctuation, grammar errors and odd bullets or symbols?			
Is “present” tense (active not passive form) used to note current employment and “past” tense used to detail previous employment?			
Does the resume give away the candidates’ approximate age by identifying dates of graduation; lengthy work experience; or broad statements of work experience?			
Is there a meaningful gap (6 months or longer) in recent work experience that could influence the look of work readiness?			
Is the resume limited to 1 or 2 pages?			
Does the resume include standard business fonts (i.e. Arial or Times Roman) of an appropriate size (12 points) to make the resume easy to scan by the reader in 5 to 8 seconds?			
Does the resume reflect a level of computer proficiency that would satisfy the requirements of the position and employer expectations?			
Does the resume demonstrate appropriate communication skills needed to be successful in the position and to appropriately respond to either internal or external customers?			
If 5 or more criteria need improvement <ul style="list-style-type: none"> ● Additional work is needed. MAKE an appointment with a Talent Center resume specialist for additional guidance 			
If less than 5 criteria need improvement <ul style="list-style-type: none"> ● Proceed to Part 2 Top 10 Marketing and Job Specific Resume Strategies - on back 			

Suggestions/Notes

Part 2 - Top 10 Marketing and Job Specific Resume Strategies	Not Acceptable	Acceptable as is	Needs Improvement
Does the resume start with a "Summary" statement that begins to connect the candidates' skills to the employer job requirements?			
Is the employer's position identified in the beginning of the resume?			
Do the "Skills and Qualifications" that are identified fit typical employer requirements in the field and for the position of interest?			
Does the resume include a minimum of 1 or 2 "Accomplishment Statements" that quantify the results of the candidates' work efforts that are relevant to the position being desired?			
Is "Volunteer Experience" identified in cases where a meaningful gap in recent employments exists to increase the look of work readiness?			
Does the "Work Experience" demonstrate a fit for the field of interest and reflect an ability to begin work with minimal training?			
Does the "Education and Training" seem adequate to meet the employer job requirements?			
Is "Military Experience" included when appropriate?			
Do the identified "Skills and Qualifications", "Work Experience" and "Education and Training" make the candidate seem like a strong fit for the desired position?			
Does the resume reflect strong critical thinking abilities that, along with the skills and qualifications, may motivate the employer to want to interview the candidate?			
<p>If more than 3 criteria in Part 1 and Part 2 need improvement</p> <ul style="list-style-type: none"> Additional resume work is needed. Consider making an appointment with a Talent Center resume specialist <p><i>Customer should bring an electronic version of his/her resume and a job opening of interest to the coaching session</i></p>			
<p>If less than 3 criteria in Part 1 and Part 2 need improvement</p> <ul style="list-style-type: none"> Provide job specific resume coaching suggestions and request copy of revised resume(s) along with the corresponding job posting(s) 			

Suggestions/Notes
