



- Write carefully, omit jargon unique to position
- Be concise (1-2 pages)
- Use relevant information by checking the job posting
- Have a clear focus
- Have a crisp, clean layout
- Reflect your unique talents
- Formatting and Grammar is Important
- Save as pdf

- Markets yourself to an employer by highlighting your qualifications; catch their attention and speak to their needs
- Precedes the interview & provides structure for the interview
- Justifies the employer's hiring decision
- Provides a sample of your organizational & communication skills



Necessary

Identifying Info (include
LinkedIn)
Objective or Summary
Education
Measurable Skills
Relevant Experiences (Related
& Employment)

Optional

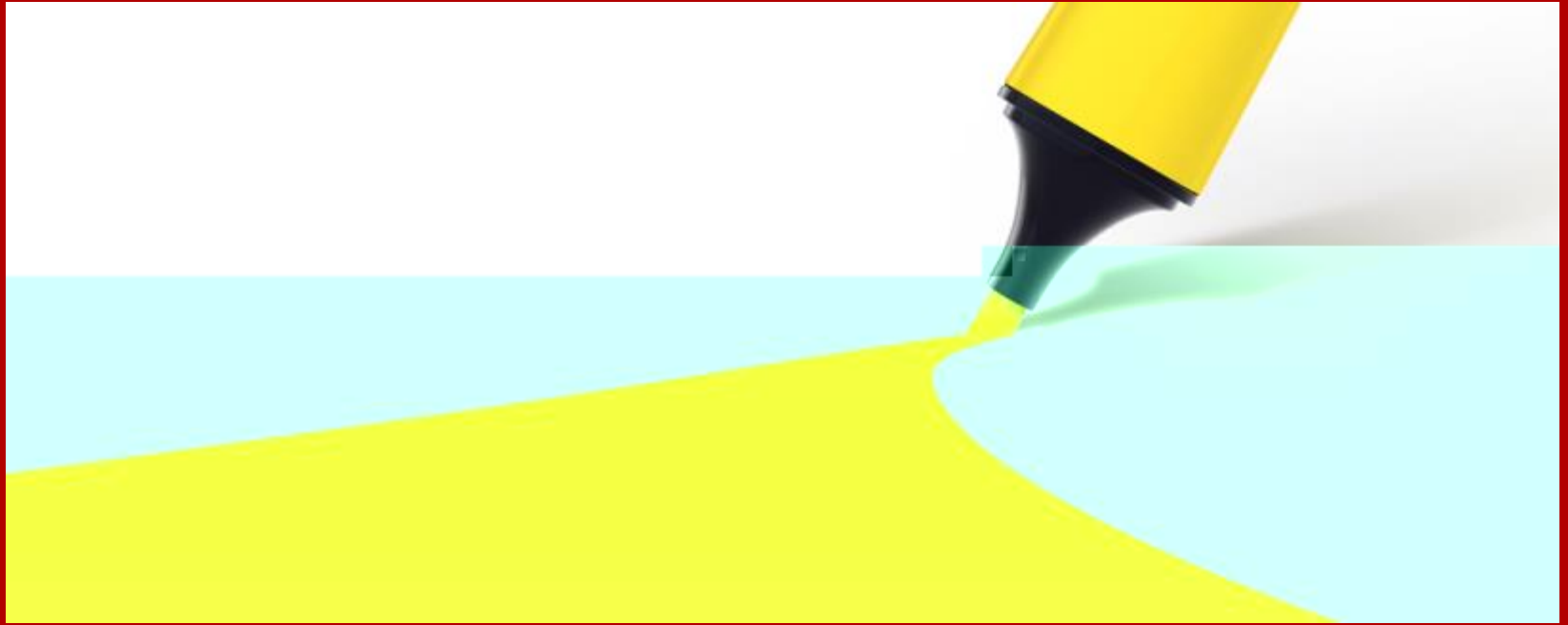
Relevant Coursework

Read through the job description(**LOOK FOR KEYWORDS**), explore the company website, think about how you can contribute to the organization

Change the order of your headings to emphasize different aspects of your education and experience

Position the most relevant information at the top of the resume

Understand how your potential strengths can be an asset to the position that you are applying for.





PROJECT MANAGER, REALWORLD

What you'll be doing:

- **Program Implementation:** Provide **logistical and administrative oversight**. Oversee program requirements, application procedures and standards. Adjust **program design** as determined by **developments in the market**. Ensure **quality control**.

• **Program Development:** Develop and implement program requirements, application procedures and standards.

• **Program Evaluation:** Evaluate program effectiveness and make adjustments as needed.

• **Financial Administration:** Manage the financial aspects of the program.

• **Marketing and Promotion:** Promote the program and attract students.

• **Provide training** for program managers and staff.

• **Monitor program progress**.

• **Coordinate with other departments**.

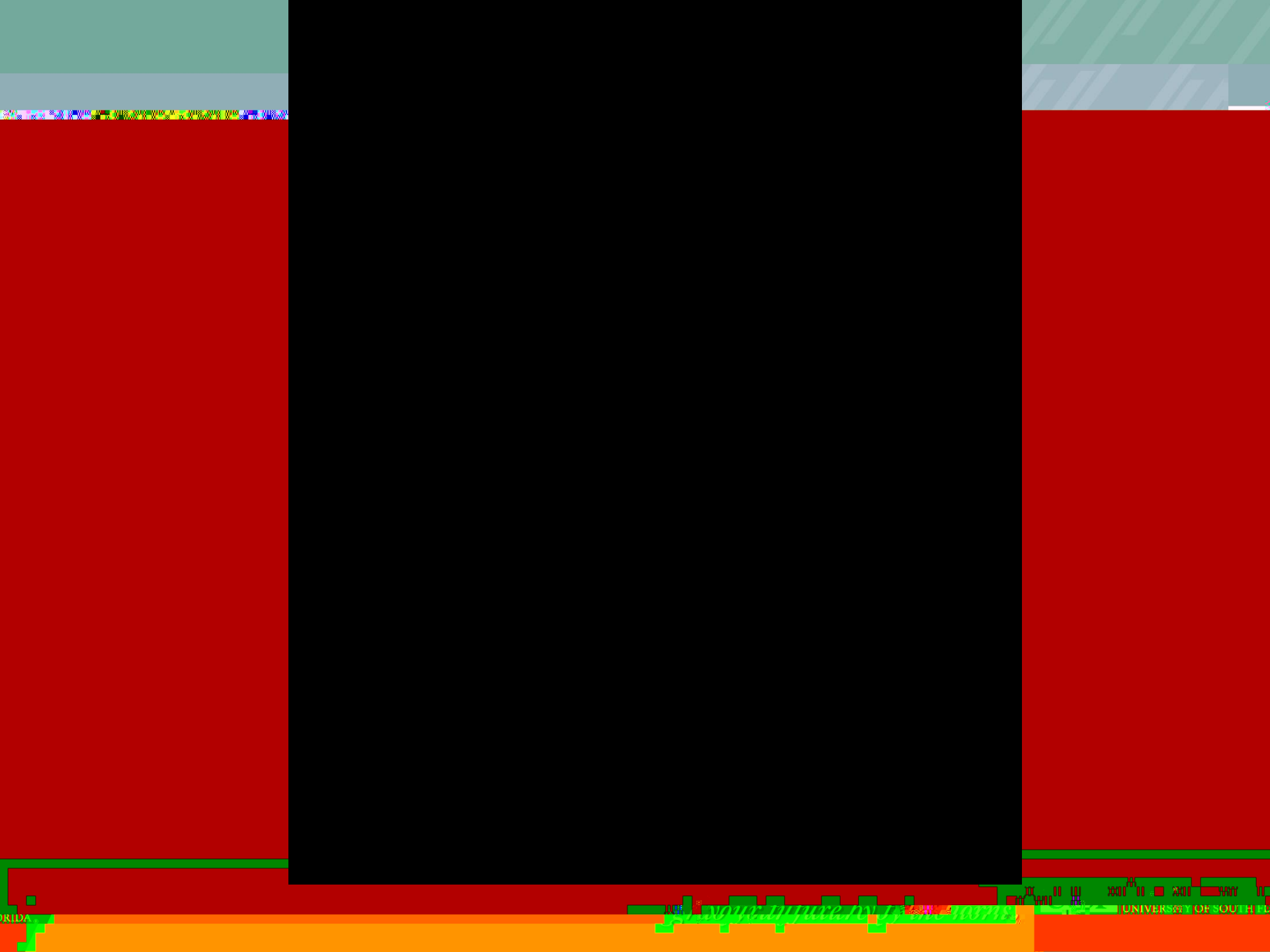
• **Ensure compliance with accreditation standards**.

• **Provide guidance and**

• **Special Projects:** Complete other projects as assigned.

• **Other duties:** Perform other duties as assigned.

PAR statements are a succinct way of expressing an experience on your resume. • They allow the employer or graduate school to read 3-5 major bullet points on the key accomplishments and tasks you've



Introduces you and your resume when you are not present
CUSTOMIZE each one-NEVER mass produce!

Use formal business letter format

Use same heading from resume

Address to a specific person and job title

Last resort- "Dear Hiring Manager"

State reason for letter

Specify the position or type of work you seek

Second Paragraph- State why you want to work for this organization. Mention recent specific positive news about the organization

Express enthusiasm for an interview
State how and when you will follow up
Thank the organization for their consideration

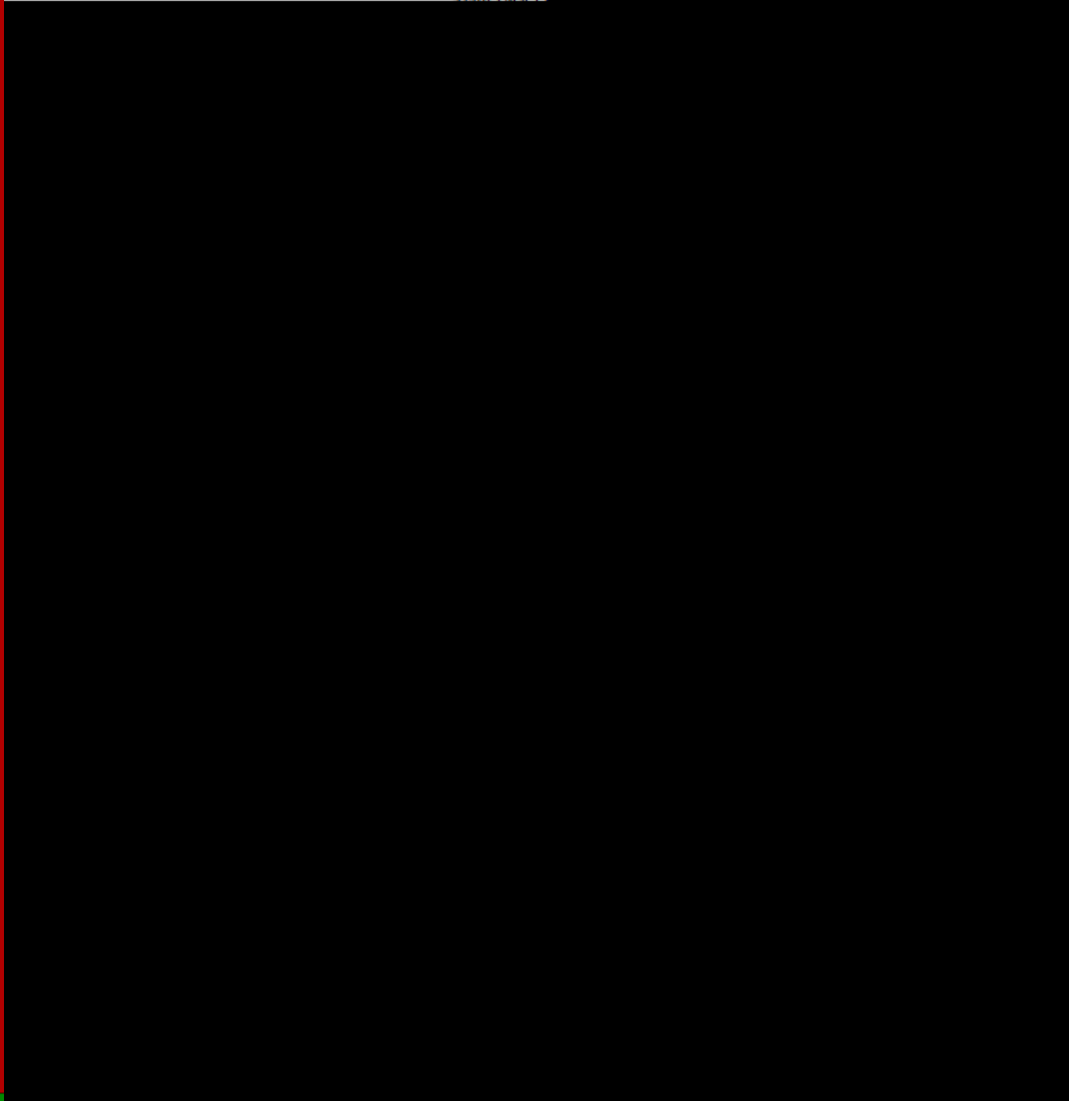
Spell Check

Verify names and greetings used

Use positive and confident language

ROCKEE T. BULL

4200 East Fender Ave





DO YOU HAVE

ANY QUESTIONS?

bit.ly/usfcspresentationsurvey