How important is it to have a well-written resume?

Your resume is a snapshot of what you can offer a potential employer and serves as your first impression. Keep in mind that an employer receives anywhere from 100 to 1,000 resumes per position. As a result, the appearance and writing of your resume plays a large role in making it to the interview process.

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.

Are there other things that employers look for in a resume?

Overall, employers look for a flawless presentation, correct spelling and grammar, easy-to-find qualifications, and the applicant's attention to detail. If using mail, be sure to use high quality paper and envelope.

How do I prepare for an electronic screening process?

Some employers use an electronic screening process, where they select a list of key words that the computer should scan for when sorting through applications. As a result, you should include keywords found in the job description, and may need to have a simple text version for online applications and a formatted version for hard copy use.

General Bullet Point Guidelines:

Most people experience difficulty developing effective bullet points for their work and/or volunteer experience. Here are some guidelines to get you started with writing your bullets.

Structure: When developing bullet points begin each phrase with an action verb in the appropriate tense; present tense if you are still in the position and past tense for any previously held positions. Since bullet points begin with action verbs they are no longer complete sentences and don't have a period at the end. Avoid phrases such as, "responsible for" OR "duties included".

Appearance: Bullet points for one position should not roll over onto the second page; adjust margins if this occurs. The number of bullet points is relevant to the amount of time in the position, but should not exceed 8-10 for each position. They should be listed in descending order of importance within each position (consider relevance to position, personal accomplishments, frequency, etc.). Lastly, when selecting a symbol for your bullet points keep it simple. Some appropriate bullets include: •, ○, ■, □, –, ♦

Length: It is important to find a balance between being too vague (3-5 words) and too detailed (3 lines). An average bullet point that is specific and concise is about 1 – 1 ½ lines long. If you find that you have two vague bullet points that are related, consider grouping the similar tasks together into one bullet. If the two tasks are not related, add more by giving three specific examples or tasks that are related. This can be done at the beginning or end of a bullet.

For example: Scheduled, interviewed, and prepared guests for round-table discussions OR
Demonstrate detailed knowledge of firm products, such as Equities, Fixed Income, and Mutual Funds.

Content: You should never copy and paste a previous job description. Remember, this a reflection of your experience and how you performed in that particular role. In order to show your performance and transferable skills, highlight: values where possible.

- *Numbers:* How many people did you work with (staff and/or clients)? What kinds of clients or services? How often you completed a task? Consider words defining time, such as daily, weekly, monthly, and yearly. Also, provide a range if the number varied from day to day. For example: ages 5-10 OR 15-25 clients OR sales from $1,000 – $100,000. When you are not sure of an exact number use: about, approximately, etc.
- *Dollars:* Can mean any time money was involved, including a budget, cash on hand in register, or sales.
- *Percentages:* Involves any positive increase or decrease using number when available. For example: increase customer satisfaction OR decrease customer complaints.

Office of Career Development
Alvin Sherman Library, fourth floor, room 4036—main office
Carl DeSantis Building, first floor, room 1042—satellite office

Action Verbs:

COMMUNICATION

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

ADMINISTRATION

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

PLANNING AND DEVELOPMENT

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

ANALYSIS

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

FINANCIAL/RECORDS MANAGEMENT

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

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

NOVA SOUTHEASTERN UNIVERSITY
Office of Career Development
Division of Student Affairs

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