

RESUME GUIDELINES & TEMPLATE

FONT:

- The font on all resumes should be either Times New Roman, Arial, or Calibri. The size of your font should be no larger than 12.

LENGTH:

- If you have less than five years of direct experience in your field of interest, then the resume should be only on one page.
- Candidates with more than five years of experience have the option of keeping their resume on one page or going to two pages.
- If you are close to one page but keep spilling over to the second page, then we suggest that you go to PAGE LAYOUT and then select MARGINS and choose the NARROW option so you can fit more text on one page.

HEADING:

- The heading on the resume should be centralized on the resume and contain the following: Your Name, Phone Number, Email, City, State and Zip Code in size 18 -22 Bold font, with an optional URL to your LinkedIn profile.

FORMAT:

- **Do not use photos, graphs, tables, graphics, boxes or headers and footers** – these don't work with tracking systems.
- Use **MONTH and YEAR** for all achievements or education, and full date range for experience, e.g., May 2023 - August 2024 (do not abbreviate)
- **Locations: Use city and state spelled out with a comma**, for example, Davie, Florida.

FONT COLOR:

- The text/font on your resume should be black. Any colors outside of black will result in your resume not being approved by Employment Solutions

ACTION VERBS:

- Your bullets/lines/sentences on your resume should not begin with I, My, You, or Me.
- Action Verbs bring your resume to life as they convey the action you took to complete the job or internship. Here is a great article by the Muse that we believe you will find very helpful in finding the right Action Verbs for your resume and experience: <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

SUMMARY OR OBJECTIVE:

- Whether you use an objective or a summary depends on your level of relevant experience. Objectives explain what you hope to professionally accomplish. This is ideal for those who are new to the workforce or who are switching job fields. A summary gives a succinct explanation of your relevant professional history.

EDUCATION:

- This section should reflect the current degree you are pursuing at the top of the section.
- If your resume is missing the degree you are pursuing, it will be rejected.

SKILLS:

- Employers are looking for both hard and soft skills. This is a section where you add bullets regarding any software or technical skills you are familiar with such as QuickBooks, Cool Edit Pro, Photoshop, Illustrator, etc...
- You must also add soft skills, or interpersonal skills, that relate to an ability to fit into a company's work culture, handle stress, communicate clearly or get along with others. These include problem solving, creativity, adaptability, self-motivation, work ethic, leadership, multitasking, teamwork, etc.

EXPERIENCE:

- It is important that all internship/job descriptions have a minimum of three-five bullets/lines explaining each internship or job on your resume.
- Bulleted descriptions make your resume much easier to read as employers spend less than 10 seconds reading a resume.
- If your job descriptions have less than three bullets/lines, then your resume could be rejected.
- If you do not remember what you exactly did in a previous/current job then we suggest following this link to a great resource by Monster.com that houses generic job descriptions: <http://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/jobdescriptions/sample-job-descriptions.aspx>

Your Name

Phone Number | Email Address

City, State Zip Code

SUMMARY or OBJECTIVE (Optional)

To create your summary -- a brief section at the top of the resume -- identify what skills are required for the jobs you're applying for. Once you've identified the three or four most relevant, describe your accomplishments or skills in those areas.

Example of summary: Diligent xxx proficient in problem solving complex xxx issues while consistently delivering quality service. Extensive hands-on experience in xxxx. Certified in xxx.

EDUCATION

Broward College, Davie Florida

Anticipated Graduation: May 2024

Degree: Associate of Applied Science

- Major: xxx
- GPA: 4.0 (optional)

SKILLS

- *Add any knowledge of technical skills related to your field here:* Proficient in QuickBooks
- *Add any knowledge of procedures related to your field here:* Proficient in
- *Add soft skills that show how you will interact in the workplace*
- *If you speak another language(s) then add it here:* Fluent in Spanish – conversational and writing

PROFESSIONAL EXPERIENCE

HEICO, Hollywood, Florida

September 2023– Present

Administrative Assistant

- Start all of your sentences with an action verb: **Example;** Assist, Perform, Collaborate, Maintain, etc...
- Do not use **I** or **my** or other objective pronouns on your resume.
- All job descriptions on a resume should have 3-5 bulleted sentences.
- Be sure to add successes you achieved in your position. Don't be afraid to brag about yourself!

Men's Wearhouse, Plantation, Florida

February 2022 – August 2023

Store Associate

- We suggest that you only add the most relevant internship, co-op or job on your resume.
- The resume should be on one page if you have less than five years of relevant experience.
- Please be sure to check for spelling and grammatical errors. Employers take less than 10 seconds to review your resume!

Memorial Healthcare, Hollywood, Florida

September 2021 to January 2022

Patient Care Technician

- If you do not remember what you accomplished in a role then visit <https://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/job-descriptions.aspx> for job descriptions.
- Please visit a Center for Career & Job Placement Services near you to speak with a Career Services Professional regarding this resume and your career path. Invest the time now as it will pay off many years in the future!
- Invest quality time on your resume as this will be the document you will be using throughout your life to apply for jobs!

VOLUNTEER EXPERIENCE

Broward Health Medical Center, Fort Lauderdale, Florida

January 2024 – Present

Volunteer

- Please add exactly what you did as a volunteer in 2- 3 bulleted sentences. Start the sentence with an action verb.

AWARDS & ACTIVITIES

- Vice President of Automotive Honors Society September 2022 – Present
- Member of the National Honors Society July 2022 – Present