



How to build a resume?

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Specialist



What to include on your resume?

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Things to include:

- Name, address, telephone number.
- A clear and relevant job objective.
- All significant work experience.
- Education and training.
- Pertinent information about your skills.
- Details of past accomplishments.
- Military experience.
- Organizational/professional memberships.

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What NOT to include:

- Irrelevant personal information (hobbies, marital status, children, age, Social Security Number, race, disability, height, weight, etc.)
- References: if employers want reference's, they will ask for them.
- Any negative information, including words, phrases or attitudes.
- Any handwritten or white out corrections.

Tips for your resume/uploading resume online

3 Tips for your resume:

- Don't prepare your resume to meet every employer needs, instead customize your resume to target specific opportunities.
- Limit your resume to one page, if possible, by being brief, relevant, concise, and specific. Never exceed two pages!
- Focus on what the employer wants to know and what you can offer the organization.
- Proofread for accuracy, relevance, spelling, grammar or other errors.
- Update resume frequently.

4 Online Resume:

- More and more employers are requiring applicants to submit their resume electronically.
- It is important for applicants to have their resume available electronically via word document or PDF.
- It's also crucial for applicants to know how to manage such request as uploading resume electronically.

Words to use on your Resume:

Your resume must emphasize what have you done in an interesting and enthusiastic way. Use words that describe your capabilities, skills and accomplishments. Below is a list of action words. Feel free to use any of these words on your resume.

- Adapt
- Administer
- Advise
- Analyze
- Arrange
- Assist
- Audit
- Build
- Calculate
- Check
- Communicate
- Review
- Report
- Design
- Detail
- Detect
- Diagnose
- Direct
- Edit
- Enforce
- Establish
- Execute
- File
- Generate
- Reorganize
- Risk
- Guide
- Identify
- Imagine
- Improve
- Increase
- Inspect
- Judge
- Lead
- Learn
- Organize
- Oversee
- Pilot
- Plan
- Schedule
- Sell
- Solve
- Speak
- Study
- Supervise
- Supply
- Teach
- Transcribe
- Travel
- Tutor
- Understand
- Verbalize

Different Samples of Resume:

LORENZO AVILA		
<p align="center">JOB OBJECTIVE</p> <p align="center">A sales position which utilizes my excellent communication skills and organizational abilities</p>		
EXPERIENCE	EDUCATION	
<p align="center">Digital Marketing Lead KVB Digital Marketing Co Sep 2017 - Aug 2019</p> <p>Created and managed digital campaigns for top clients Increased two clients' digital presence and customer interaction by 200%</p>	<p align="center">Norgen Media College Marketing Certificate Course May 2011 - August 2011</p> <p>Final Output received a grade of 98% and awarded most innovative marketing campaign Part of the Top 5% of the class</p>	
<p align="center">Junior Digital Marketer Crewe Digital Marketing Sept 2011- Aug 2017</p> <p>Contributed ideas for digital marketing campaigns Responsible for contacting blogs for features and reciprocal links E-mail marketing point person</p>	<p align="center">Norgen City University Bachelor of Arts in Marketing Communications September 2007 - May 2011</p> <p>Graduated Cum Laude Editor-in-Chief, NCU Daily News President, Norgen City University Student Council</p>	
SPECIAL SKILLS	ACCOMPLISHMENTS	
<p>Raising brand awareness Proficiency in many online marketing tools Background in SEO process Keen eye for effective digital marketing collaterals</p>		
<p align="center">TELEPHONE 123-456-7890</p>	<p align="center">ADDRESS www.reallygreatsite.com</p>	<p align="center">EMAIL hello@reallygreatsite.com</p>

EMMA BURTON			
Full name	Emma Grace Burton	Address	1234 Avellanedo St.
Email	eliserawnsley@email.com		Burlington, NY 10294
Website	www.eliserawnsley.com	Phone	(481) 591-4285
WORK EXPERIENCE	11/2012 - PRESENT	Haylex Manufacturing Corporation	Project Intern Developed simulation models for the company's product line
	02/2012 - 10/2012	Halden University of Applied Sciences	Graduate Research Assistant Assisted a professor in preparing materials for a course in quality process and improvement
	03/2011 01/2012	Vertex Microsystems	Engineering Trainee Reduced the cost of manufacturing operations by about \$2,000 annually
EDUCATION	11/2012 - PRESENT	Product Design Certification	Industrial Design and Marketing Institute of Bath
	01/2007 - 01/2012	Bachelor of Sciences in Marketing	Halden University of Applied Sciences Cum Laude GPA: 3.78
SKILLS	<ul style="list-style-type: none"> Accounting Brand Management Quality Improvement Computer Software 	<ul style="list-style-type: none"> Data Consolidation Research Statistics Interpretation Costing 	