

## Targeted Resume

A targeted resume:

- Focuses on a clear, specific job target
- Lists only capabilities and supporting accomplishments related to specific job target
- Demonstrates strong understanding and ability in the targeted area
- Should only be utilized when job targets are clear

The content of a targeted resume includes:

### *Personal Information*

- contains name, address (complete mailing address) and telephone numbers (specify home, work, cell)

### *Career or Job Objective*

- brief statement describing exactly what you want to do
- utilized when objectives are very specific

### *Education*

- list in reverse chronological orders schools attended, locations, dates of graduation/completion, degree and major/minor

### *Skills or Qualifications*

- usually presented in list form- information to “back up” education and objective

### *Work Experience*

- list in reverse chronological order name and location of previous employer, job title and responsibilities
- briefly summarize acquired transferable skills—use action verbs such as attained, increased, achieved, expanded, improved, resolved, etc.
- section can also be entitled “Experience”, “Employment” or “Career Related Experience”

### *Other Headings*

- can be titled “Voluntary Experience”, “Community Activities”, “Awards and Honors”, “Professional Affiliations”, “Computer Skills”, “Hobbies and Interests” etc.
- include offices help and leadership positions

### **Resumes Do's**

Select the type of outline form that is most appropriate for the amount of information

Use 8 ½ X 11 inch quality light colored paper

Have the resume typed- appropriate size font 10-12

Use brief, descriptive phrases rather than full sentences

Include all experience for at least 5 years but allocate more space to your work experience(s) that reflects your objectives

### **Resume Don'ts**

Do not use first person singular (I, me, my, mine)

Do not fabricate facts

Do not print your resume until you have someone proofread it for errors