



Resume Writing for Non-Instructional Support Vacancies

Clerical/Confidential

Paraprofessional

Custodial

Maintenance

Campus Monitor

Child Care Worker

Security Specialist

Bus Operator

Food Services

The Purpose of a Resume

- To provide a work/training history to prospective employers
- To document your professional strengths
- To start the process of committing to a job or career change
- **To get an interview**



STEPS FOR WRITING A RESUME



STEP 1: Review the Advertisement

- Review the advertisement, job description and/or specific qualifications.
- Are you qualified?
 - If “**yes**”, start preparing your resume.
 - If “**no**”, don’t apply since you will be disqualified.



STEP 2: Plan



- Brainstorm why you are the candidate who can best fulfill the employer's needs and meet the job description's responsibilities.
- List all of your current and previous experiences that demonstrate what is wanted and needed by the employer, as revealed on the job vacancy.

STEP 3: Parts of a Resume

Include the following in your resume:



- **Personal Information (Name, address, telephone numbers, e-mail address, etc.)**
- **Education & Training**
- **Work History**
- **Your Qualifications as they pertain to the job description**
- **References (Name, Position, Contact Numbers)**

Personal Information

EXAMPLE:

Cameron Mason

555 Main Street

Anytown, FL 33330

(954) 333-5555 – H

(954) 555-3333 – M

cmason335@aol.com

Education/Training



- Most recent degree first
- Name of institution
- Location of institution
- Year degree completed
- ***Attach copy of diploma or transcript with confirmation of degree indicated***
- ***Attach copies of any special licenses /certificates that are required for the position***

Example: Education **(attach copies of degrees)**

EXAMPLE: Associate of Arts in Technology
Broward Community College
Coconut Creek, FL
June 2000

High School Regular Diploma
Coral Springs High School
Coral Springs, FL
June 1998

Work History

- List employers in chronological order with most recent first.
- Give name of company and address. If with the Broward County Public School district, list department/school.
- Include your position title for each position listed.

Work History

EXAMPLE:

1998 – present

Clerk Specialist III

Plantation High School

6901NW 16th Street

Plantation, FL 33313

1996 – 1998

Server

Friday's Restaurant

335 N. University Drive

Coral Springs, FL 33066

Job Qualifications & Description

Read the Required Qualifications and the Description for the job as listed in the Vacancy Advertisement.



EXAMPLE OF A JOB LISTING

**Bookkeeper's Required Qualifications
as Listed on Job Advertisement**

- “A knowledge of business practices, bookkeeping theory, and routine typing skills.”
- “Must be computer literate.”
- “Bilingual skills preferred.”
- “Computer skills as required for the position.”

REQUIRED QUALIFICATIONS

Create headings on your resume for the job qualifications in which you have experience.

EXAMPLE:

- A knowledge of business practices, bookkeeping theory, and routine typing skills.
- Must be computer literate

Identify Your Experiences with the Qualifications

Now list your experiences (with years indicated) that coincide with the headings you created.

EXAMPLE:

A knowledge of business practices, bookkeeping theory, and routine typing skills.

- Bookkeeper for ABC Company (2006-Present)
- Typed all reports and letters for ABC Company & XYZ Company (1999-Present)

Must be computer literate

- Proficient in Word & Excel
- Create FileMaker Databases

STEP 4: Identify Your References

- Ask people if they will serve as a reference before you include their names on a resume.
- References should be former supervisors or co-workers.
- Indicate full names of your references and their relationship to you.
- Give a current telephone number for the references.
- Friends and relatives should not be listed as references.



References

EXAMPLE:

Mr. Donald Smith
President, ABC Company
600 SE Third Avenue
Fort Lauderdale, FL 33301
854-321-1777

Ms. Gail Doe
Bookkeeper, XYZ Company
600 SE Eleventh Place
Deerfield Beach, FL 33333
854-322-0000

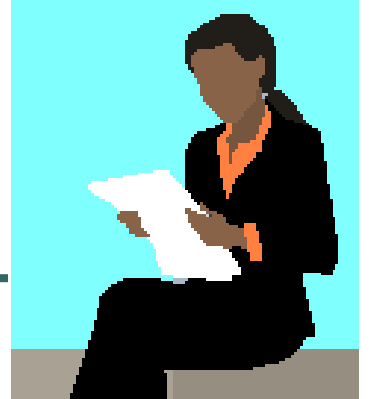
Attach Necessary Documents to Your Resume

- Attach copies of diploma(s)
- Attach copies of licenses/certificates required for the advertised position
- Attach copies of any special certificates or awards that demonstrate your competence for the position

“No No’s”

- Age, race, sex, religion, or national origin are not needed.
- Photographs should not be included.
- Weaknesses should not be listed.

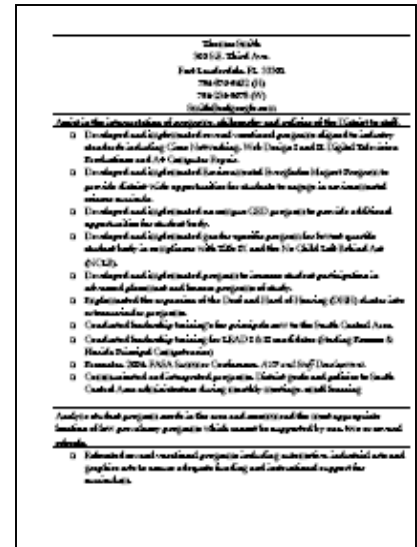
Resume Check



- Use spell check before you let anyone else see your resume.
- Have someone who is good in grammar review your resume.
- Review for accuracy and clarity.
- Have a third person read the final copy and obtain his/her input.

Tips for Easy Reading

- Use white or off-white paper.
- Make everything 8 1/2" X 11".
- Print on one side of the paper only.
- Use no smaller than 12 point font.
- Use Times Roman or Arial typeface.
- Avoid italics.
- If you mail the resume, place it in a large envelope. Do not fold.



Be Truthful, Concise and....

Always listen to good
advice...



**If you need further assistance,
please contact our office at
754-321-1810**