

October 29, 2013

Resume Tips for a Competitive Job Market

For many soon-to-be graduates, the prospect of entering the workforce when there is a difficult market is a daunting prospect. Competition for job openings remains high, and it's important for recent graduates to stand out when there may be candidates with more experience. With employers only spending on average 10 seconds reviewing your resume, it's a challenge to make your resume stand out from the crowd. A recent article "12 Totally Ridiculous Resume Mistakes" from *Money Talks News* highlights some of the top considerations to make when developing your resume.

1. **Include only relevant experience and accomplishments.** Rather than include a list of all your qualifications, focus on the experiences that are directly related or highlight transferable skills. Employers are focused only on how you are a good fit for the position. Therefore, it is essential to spend ample time tailoring your resume to your field of interest.
2. **Leave enough space to keep it readable.** Having a balance of white space and text, as well as using formatting techniques such as bolding or dividing lines, helps draw the eye to key information. This allows the employer to focus in on what is most important.
3. **Instead of a vague Objective, provide a quick highlight of your experience.** A generic Objective does not add any value to your resume. Instead, it should be a headline for your resume by indicating your top skills and experience relevant to your field of interest, as well as indicating your specific career target.
4. **Proofread multiple times for mistakes.** As stated by *Money Talks News*, the number one mistake that will cause employers to discount a candidate's resume is typos or errors. In addition to proofreading your resume, have it reviewed by the Career Services Center.

For additional assistance with resume writing, go to www.coastal.edu/career/resume.html, or email your resume for review to Melissa Braunstein at mbraunst@coastal.edu.

Featured Jobs

Employer: CoStar Group

Job Title: Research Associate

Location: Washington DC

Description: As a Research Associate with CoStar, you'll be at the heart of the \$11 trillion commercial real estate industry, capturing market-critical information that enables our clients to make informed, high-impact business decisions. CoStar researchers compile and personally verify data from across the

country to proactively track ownership, availability, sale, and lease of over half a million commercial properties. Responsibilities: Grow an accurate and complete database of commercial real estate inventory, making up to 20 daily calls to brokers, developers, investors, and other real estate professionals to obtain real-time property and transaction data; Effectively maintain and build mutually beneficial relationships with clients; Investigate new property leads to be verified from field researchers, SEC filings, news articles, and tax records.

Requirements: Demonstrate a strong interest in the commercial real estate industry. Have experience researching large amounts of detailed information. Have experience providing a high level of customer service. Manage multiple, changing priorities and excel in a fast-paced environment Be goal-oriented, competitive and motivated by performance-based metrics

How to Apply: Apply on JobLink at www.coastal.edu/career.

Employer: City of Myrtle Beach

Job Title: Accounting Technician, Sr.

Location: Myrtle Beach, SC

Description: Performs a variety of accounting/bookkeeping functions; prepares journal entries; enter/posts financial data; prepares deposits, reconciles bank statements, and prepares subsidiary financial statements.

Requirements: Desired majors: Accounting, Finance

How to Apply: Complete an on-line application at <http://www.cityofmyrtlebeach.com>, OR apply in person at the Human Resources Department, located in the City Services Building, 921-A Oak Street, Myrtle Beach, SC between the hours of 8 am - 5 pm, Monday-Friday. Resumes accepted only with completed application package.

To view these jobs and more, see Chants JobLink at www.coastal.edu/career.

Featured Internships

Employer: Connected Living Staffing Solutions

Job Title: Human Services Intern

Location: Myrtle Beach, SC

Description: Connected Living Staffing Solutions connects over 20,000 seniors to their families and friends across generations and miles. The Intern will be interacting with seniors driving the social impact and commitment to the idea that a “connected life” transforms the experience of aging.

Responsibilities: Visit nursing homes and assisted living facilities to teach seniors, community associates and family members how to use the computer, the Internet, and our Network, which is specifically designed for seniors. Facilitate weekly Connected Living Groups discussing general topics about the program and curriculum. Bring a new level of energy and engagement to the community by working with leadership residents to create a community forum. Salary \$10.00/hr.

Requirements: This person should have excellent verbal and communication skills; and be knowledgeable in social media, PowerPoint, Word, and Excel. Desired majors: Sociology, Psychology, Health Promotion, Biology

How to Apply: E-mail resume to Carlos De Guzman at CDeguzman_temp@teament.com.

Employer: Sea Haven Transitional Living Program

Job Title: Youth Services Intern

Location: Myrtle Beach, SC

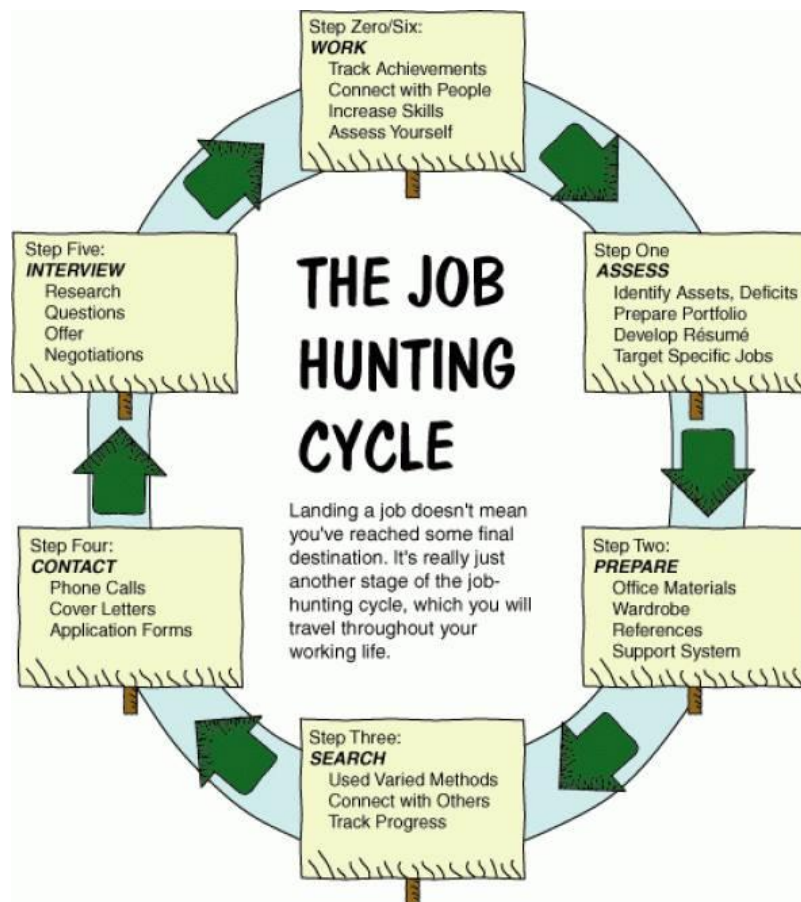
Description: Greet youth entering the Transitional Living Program (TLP) facility which helps the youth feel more comfortable in their surroundings; Assist with directing incoming calls, referrals to community resources; Assisting youth with completing a generic assessment form; and Assist with incoming donations and contributions by logging, sorting, and placing them in appropriate locations. Assist with Combat Hunger by helping TLP staff communicate with school officials, fill back packs, and deliver back packs to schools; Assist with recruiting potential program participants through lunch outreach in the local high schools; Assist with fundraisers for the program; Provide ideas and help implement them in reference to social media updates regarding the Sea Haven website, Facebook, Twitter, etc.

Requirements: Some experience working with children of pre-school age; and must be able to communicate effectively, both orally and in writing.

How to Apply: Complete the Volunteer Application at

<http://www.seahaveninc.com/PDFs/VolunteerApplication.pdf>, and email to Robin Reynolds, Program Director, at rreynolds@sccoast.net.

To view these internships and more, see Chants JobLink at www.coastal.edu/career.



Career Services Center
Coastal Carolina University
Indigo House
(843) 349-2341
www.coastal.edu/career

