

HCC Career Services Resources Shared in Presentation

Resume, Cover Letter, LinkedIn Guide

- <https://www.howardcc.edu/media/howardcc/services-support/career-services/documents/resume-coverletter-linkedin.pdf>

Target Your Resume

- List of Action Power Verbs: <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>
- Refer to the job description: <https://www.thebalancecareers.com/resume-keywords-and-tips-for-using-them-2063331>
- Key Words: O*net Online www.onetonline.org
- Quantify: show them the numbers
- Jobscan for % Match: www.jobscan.co
- CV vs Resume: <https://www.indeed.com/career-advice/resumes-cover-letters/difference-between-resume-and-cv>

Federal Resume Writing Guide

- <https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>
- Use the Resume Builder found on www.usajobs.gov