

ECHO job coaches are here to help!!

We are most successful when we can meet with you in person, review your work history, and goals. We work with you to create or review your resume. We work to build relationships with the employers in our area so that we might personally refer you for their current openings.

If you choose to go it alone, here are a few resume TIPS:

1. Keep your resume to one page.
2. No need to share experience over 10 years old unless very relative to the job you are applying for.
3. Remove your personal address from your resume.
4. Do include an email and phone number.
5. Remove the dates of graduation from your resume if you are older than 40 years old.
6. Remove the 'objective' statement unless you **really** have an objective.
7. Replace the objective statement with a one or two sentence character statement (see sample below).
 - High energy individual who works efficiently and effectively with teams or alone.
 - Resourceful professional who seeks effective and efficient solutions.
 - Kind and courteous customer advocate who ensures every encounter is solution-driven.
8. Keep bullets under each job to 3 or 4, share what you accomplished not your job description.
9. Ensure the same font is used throughout the resume.
10. Ensure all formatting is the same (caps used consistently, bullets / margins line up consistently, bold or underline used consistently)
11. Verify all spelling.

Let us review your resume for
FREE!

Send to jobcoach@echofl.org

Google

Search Google by zip code, job title, industry, town, etc. (see a few examples)

The image displays two examples of Google Jobs search results. The first search is for "jobs hospitality 33511 full time" near Brandon, FL. It shows three job listings: a Guest Services Agent at Wyndham Hotels & Resorts (Brandon, FL) posted over 1 month ago, Hotel Housekeepers at Express Employment Professionals (Brandon, FL) posted 12 days ago with a salary of \$10.00-10.75 an hour, and another Guest Services Agent at La Quinta by Wyndham Tampa - Fairgrounds Casino (Tampa, FL) posted 13 days ago. The second search is for "jobs 33511 office help" near Brandon, FL. It shows three job listings: an Office assistant at Sportsmans (Tampa, FL) posted 7 days ago, a Real Estate Office Manager at THRIVAS (Brandon, FL) posted over 1 month ago, and an Intern - Office Tenant Rep at FI Real Estate Management (Tampa, FL) posted 2 days ago. Both screenshots include filters for "Past 3 days", "Full-time", "Work from home", and "No degree".

Indeed.com

Search jobs within your location and your area of expertise.

<https://www.indeed.com/>

Uploading your resume to Indeed will allow employers to find you as well. It will also allow you to easily apply for positions with a resume on file. As stated above, applying on a company's website is usually a faster track to the hiring manager.

What bookkeeper	Where Brandon, FL
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LinkedIn.com

<https://www.linkedin.com/>

LinkedIn is useful and powerful for the skilled candidate. Not only can you find jobs and create a profile that allows recruiters to find you, but you can also take skill quizzes and assessments to highlight your skills to recruiters. You can search, apply, and create job alerts. Remember, applying on a company website is most often best when available.

facebook

Try posting on these Facebook pages the type of job you are looking for. You may also see jobs that interest you. BE AWARE of any job that requires you to pay!!

<https://www.facebook.com/groups/tampajobs>

Career Source Tampa Bay



<https://www.careersourcetampabay.com/>

CareerSource Tampa Bay allows you to register, apply for jobs, and sign up for training programs which will aid you in getting a better job at a higher rate of pay. They can also direct you to paid technical training and apprentice programs in our area.



This is Florida's own job board, it is used by many companies

<https://www.employflorida.com/>