

Résumé Section: Targeted Job Title

Note: The résumé is a fluid document, which means each section can be adjusted or moved to better highlight how the job candidate meets that employer's specific needs.

Recent research indicates that a résumé reviewer will spend between 6 and 20 seconds reading a job candidate's résumé. Simply put, your résumé will be read quickly so the job candidate needs to quickly highlight their very best to convince the prospective employer that they are worthy of further discussion and an interview.

Underneath your contact information, add the title of the job or internship to which you are applying (the targeted job title). If you are applying for a job titled, Sales Executive, then put "Sales Executive". If the job is Marketing Intern, then put "Marketing Intern". Include some space between the contact information and the targeted job title – and also after this line.

However, there are times when you'll use a general job title instead of a specific one like at a job fair or job expo. In most cases, you will not know what an employer is hiring for specifically at a job fair or job expo – unless you've done some research prior to the job fair or expo. If so, then customize your résumé for the prospective employer.

Targeted Job Title Examples:

Example 1:

FIRST LAST
First_last@gmail.com | 888-333-4444

Sales Executive

Example 2:

FIRST LAST
First_last@gmail.com | 888-333-4444
LinkedIn URL and/or web page

Marketing Intern

Please click [here](#) to a short video and visual aide for this section.