

## Are you ready for a resume makeover?

Does your resume really sing or is it just ho-hum? Does it move briskly, focusing on your key accomplishments, or does it limp along with a boring regurgitation of job titles?

And what about those key words? If you don't include the right ones, it may not get to the hiring manager's desk.

Sometimes a fresh -- and professional -- set of eyes is what you need to structure or revamp your resume for today's super competitive job market. Whether you are just getting started in the job world or have decades of experience, we're here to help with the Miami Herald Resume Makeover.

If you would like to be considered, send your resume and a short description of your recent job search efforts to [ndahlberg@MiamiHerald.com](mailto:ndahlberg@MiamiHerald.com) by March 29. Please put "Resume Makeover" in the subject line, and be sure to include contact information. Note that portions of your resume may appear in print or online.

We will select a few resumes to send to local experts, and we'll unveil the revamp in the Sunday Money section on May 2.

Three local experts in business writing and career placement will be giving the resumes an overhaul:

- Marta Bret, faculty member and program coordinator for the University of Miami's Intensive Language Institute and Business Communication Certificate program. The program includes instruction on a wide range of business communications skills, including writing resumes and preparing for job interviews.
- Shari Saperstein, director of career development at Nova Southeastern University. Her responsibilities include leading a program for NSU students and alumni that includes career planning, consulting services, employment and career resources, campus relations, and employer recruitment and relations.
- Barry O. Shiflett III, director of Bank of America Career Management Services Office at Florida International University's College of Business Administration. His office works with College of Business MBA/MS students, junior- and senior-level undergraduate students and alumni on all aspects of their career development and establishes working relationships with employers.