

# CRAFTING YOUR RESUME



Writing your resume is one of the most critical steps you need to take if you want to land your Successfully Ever After job. It's main purpose is to generate enough interest so your potential employer will bring you in for an interview.

Your resume has approximately 7 seconds to impress. Remember, they are making a judgement about you, and what value you would bring to their company based on the content and format of your resume.

Filling out these worksheets is a great way to collect your information and have everything in one place so you can build a resume that lands you in the interview seat.

# PERSONAL IDENTIFICATION

Name

Phone

Address

Email

## MAKE SURE YOUR INFO IS PROFESSIONAL

Please make sure the email you include doesn't look like something a middle school student might have like....spacegirl555@email.com. If you need to, create a new email especially for your job search. It should resemble this format....first name. last name@gmail.com. If you are still using AOL or Hotmail, please consider creating a new email address as well. These addresses may make you look stuck in the 90's and appear outdated to hiring professionals. Little details can make the difference.

## SOCIAL MEDIA AND URL'S

Unless you're applying for a social media manager position or unless your social media highlights a side gig or impressive volunteer work that showcases skills you want a hiring manager to see, keep it off your resume. If you have a LinkedIn Profile, you want to include it. When you include a LinkedIn URL, make sure you have customized the link so it's personal to you. You can find information on this step online or in LinkedIn's Help documents.

## PERSONAL WEBSITES/PORTFOLIOS

Personal websites are a great branding tool. If you've created one that showcases your skills and abilities, then by all means, include it in your contact information. If you are a blogger, these sites are great too - just make sure your topic is not a controversial one. Your website can be a great way to highlight your writing skills and other forms of communication. Many people in creative fields create online portfolios. If you have one of those, be sure to include it as well. Just double check and make sure all links are working and there are no errors on the page. Be sure to check your sites in multiple browsers since you won't know what an HR manager might be using to view it.



# SUMMARY

Your summary should be a brief list (4-5 lines) of key points a potential employer would want to know about you. These points should show you are QUALIFIED for the job and what makes you a DESIRABLE candidate. It should include : length of experience, training, accomplishments, skills, talents, special knowledge related to the job, and a statement about your personal work style, ethic or attitude. Don't waste space. Every line should be relevant and targeted to a specific job.

## EXAMPLES:

### Customer Service

- 15 years of Customer Service Experience/ 10 years as Lead Agent
- Expert in problem solving
- Consistently evaluated "Superior Customer Service Skills"
- Built strong team relationships

### Director of Training

- Superior administrator with 12 years of experience
- MBA plus extensive in-service training
- Increased productivity by 27% and retention by 15%
- Dynamic team builder and motivator

## YOUR TURN

Now you give it a shot. Writing a concise summary can be tricky. You've got to really focus on what you want to do and how your skills match that position. You may also want to turn this into a paragraph format as well -depending on the style of resume you select. Try this formula for each sentence: 1) How much experience do you have? 2) What specific training have you finished? 3) List an achievement related to your objective. 4) Mention key skills or special knowledge and 5) Describe your attitude or work ethic.

# SKILLS & ACHIEVEMENTS

For each individual job you wish to apply, you'll need to consider which of your transferable skills are important to highlight. Start by looking at the job description and make a list of required competencies and determine which you feel you possess. Don't forget to think about skills you might have gained from your side hustle or other activities. You'll also need to consider how to best demonstrate those skills. How can you illustrate or quantify your ability to perform them? How can you illustrate using them?

## MAKE A LIST OF RELEVANT SKILLS

### Example of Skills

Program Administration    Budgeting    Personnel Management    Counseling  
Fund Raising    Supervision    Public Relations    Buying    Sales    Negotiating  
Advertising    Graphic Design    Instructed    Ordering    Maintenance    Coding    Building  
Training    Collections    Lectured    Organization    Filing    Drafting    Instalation

Achievements are examples from your work history verifying you actually possess the skills you mention. One way to do this is to show you were faced with a Problem, took Action and got Results. These make powerful impressions because a potential employer can see you made a difference. You can also talk about recognition you received. Make sure you don't turn these into a detailed description of your work activities. And don't include activities you hated in your old position, or you could end up doing them again.

## SAMPLES OF ACHIEVEMENT STATEMENTS

- **Successfully collected unbilled client fees after completing an internal audit of billing accounts through phone call follow-ups.**
- **Organized a philanthropic employee committee to increase corporate name recognition and good will in service area.**
- **Selected by manager to handle rush orders due to high level of customer care.**
- **Won Top Salesman award.**
- **Reorganized filing system resulting in improved efficiency.**



# SKILLS & ACHIEVEMENTS

Take each skill and document achievements by creating simple, powerful statements. You'll want to use the list of action verbs in your workbook to give these statements added impact. Whenever possible mention specific, proven results. Focus on activities that clearly illustrate how your skill is related to the job you are applying for. Don't get wordy. Use clear, simple sentences.

## YOUR TURN

Make your list of skills below. Along side each, include some proof of that skill.

Major Skill relating to position you are applying: \_\_\_\_\_

- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_

Major Skill relating to position you are applying: \_\_\_\_\_

- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_

Major Skill relating to position you are applying: \_\_\_\_\_

- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_

Major Skill relating to position you are applying: \_\_\_\_\_

- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_

Major Skill relating to position you are applying: \_\_\_\_\_

- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_
- Achievement or activity illustrating skill: \_\_\_\_\_

# WORK HISTORY

Most resumes include work history in reverse chronological order (current job to past jobs). You'll need the dates you worked (it's fine to just include the years), the job title, and the name of the employer. Include all jobs, even short-term ones if they show experience related to your current desired position. Include unpaid work if it helps fill in employment gaps. You can omit early positions if you are worried about age discrimination or if they create large gaps in your work history. If you need them to show a certain skill, create a new section, after work history, on your resume called "Earlier Relevant Experience."

In previous jobs that don't relate to your current pursuit, emphasize skills and accomplishments. Mention promotions or positive evaluations. If your job consisted of more than the title suggests address that in the description. For example: If you were a waiter, but also handled the assistant manager duties but never received the title, you should detail the fact your work included those duties too.

## YOUR TURN

If you are using a Chronological Resume or Traditional Format you'll need the following information for each position you've held.

JOB TITLE    NAME OF COMPANY    DATES OF EMPLOYMENT

Create a brief statement (1-2 sentences) about your essential roles, duties or responsibilities in the job.

- Achievement 1
- Achievement 2
- Achievement 3

For a Functional Resume your work history will come after the Skills and Achievement Section. You'll need the following information:

DATES OF EMPLOYMENT    JOB TITLE    COMPANY AND CITY

(Optional: Insert a very brief summary of your duties and responsibilities beneath each job listed. For example:

1989-1995    ASSISTANT MANAGER    Freight Finders, Columbus, OH  
Directed freight operations involving customs requirements.

# EDUCATION & TRAINING

Under Education and Training, you can list: apprenticeships, internships, degrees, certificates, workshops and seminars, on-line courses and more. If you have any college studies to list, you can leave off your high school attendance.

## MAKE A LIST OF EDUCATION/TRAINING

For either resume format you choose, you should list the information in this format:

YEAR    NAME OF DEGREE/CERTIFICATE/COURSE/SEMINAR    SCHOOL/LOCATION/PROVIDER

If you did not graduate from high school and didn't attend college, but received a GED, you should list it  
YEAR RECEIVED    General Educational Development Certificate (or General Educational Development Diploma).

## OTHER

you should also make lists of any community service or volunteer programs you work with. Not only does it show you as a valued member of the community, it also adds another area you can highlight skills or activities that directly relate to the position for which you are applying.

You'll also want to make a list of any professional organizations you belong to. If you've received any awards or special recognition, it would be helpful to list those as well.

You'd need to make any of these separate categories at the end of your resume.