



RESUMES THAT WORK! VISIONARY COURSE WORKBOOK AND
RESOURCE MATERIAL

Created and Designed by the team at Today for Life

Chapter 2 forms

EXERCISE 1: BRAINSTORMING

Skills, Qualifications, and Achievements

If someone were to ask people what I was known for, what would they say?

In my professional and personal life, what are some things people often ask me to help them with?

Skills

What is important to me? What do I value?

These can be big or small. Maybe it's honesty and trust or practical things like being reliable or being on time. It could be freedom of time or facing challenges. The choice is yours. Don't think about it. Just list 5 to 10 things or more that jump out at you.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Values

What do I expect a company to do for me? What do I consider a good place to work for?

What do I consider a good employee? What do I expect of myself when I work for a company? How can I add value to my employer?

If I had a one-sentence mission statement for what I stand for, the thing that defines me, it would say the following:

EXERCISE 2: ALL STAR CARD

Objective Statement, Professional Profile, Qualification Summary

The **All Star Card** is the “who are you” section. It will tell what you have been doing, what defines you, and any accomplishment/improvements you have made for your previous employers.

This is a powerful tool when explored and can be used for more than just your resume. In fact, coaching clients love this exercise to prepare themselves for job interviews. I encourage you to return here when you get an interview, so you can show them the best version of you.

I like to look at this section is as if I were to be put on a card, say a baseball card or a Pokémon card. What would you put on the card that would showcase what you have done thus far in your career? What are your proven strengths, abilities, and experiences that would show anyone (i.e., your interviewers) how valuable you can be? These don't have to all be technical and can easily entail good qualities like loyalty/longevity with a company, among others.

Likewise, think, “What would other people say my strengths are?” or “What would other people say I do well”?

If you find it hard to answer, think about what people are already seeking you out for because you are good at it. Think of what they usually ask you about and ask you to do all the time.

If you don't have time to wait for feedback or if you aren't often asked to do things for others, look within yourself. What are the things you are drawn to? That excite you? That you are passionate about? What is a task that you do that when you do it, you find it easy and enjoyable? What about it makes it easy for you? The thing in you that makes it easy is your strength.

On the next page is your All Star Card. Take the time now to fill in your answers.

Next up is your stats. Here you take your strengths and think about how it could help a company or have helped a company in the past. Once you've done that, take it to the next step and think of your achievements and fill out the next page with your stats -- the batting average or wins for each Pokémon.

If the front of the card says who you are and what you are strong at, the back should say what you have accomplished with those strengths. What have been your defining moments? The accomplishments few others have done? Some tasks that your direct supervisor gave you praise for?

On the next page is your Stats. Take the time now to fill in your answers.

When you are done, take a moment, look at your All Star Card and admire all the great things you've done!

EXERCISE 3: SUMMARY OF SKILLS

Skills, Qualifications, Certifications, and Education

Think of this section as a technical training area. This is where you would list certifications, training accomplishments, behavior qualities, and transferrable skills. Often, some of the strengths from your All Star Card will end up here and that's okay. The goal is to just keep moving and to capture everything and anything that comes to mind.

To have this section shine, you would also want to showcase the skills and qualifications that someone on day one would not have, that is, the skills you possess that a company would not have to invest to train you on. It's your unfair advantage and why the company needs you, not the other way around. They are the skills and qualifications that you have acquired that make you qualified to do the job you are applying for.

To start us off-

I have a degree in _____ (or am currently going to school with a major in _____). I went to school between _____ and _____.

You can capture any additional education you are degreed in on the lines below.

Now, write down any and all accomplishments you have obtained while getting this degree and what year you graduated.

Are you certified in something?

I am a certified _____.

_____.

For the next part, make it industry-specific and broad. For example, you can say you have a certification in CPR, JAVA, Counseling, among others.

I have been exposed to these tools:_____. (E.g., Photoshop, QuickBooks, etc.)

As we conclude this exercise, consider these questions:

I help people do _____ by showing them _____.

One of my most redeeming qualities is that I am

What do I already know that the company would not need to train me on?

What have I done in the past that is similar to the job position I am applying for now?

What did I have to learn to be able to do it?

This page has been left intentionally blank. If you have more work experience you can cut and paste the format from the last page to capture your information here.

Now that you have captured your work experiences, it's time to collect your other experiences. In the space below fill in any additional experiences you have had. These can include volunteer work, apprenticeships, internships, membership in professional organizations or clubs, freelancing experience, hobbies, community immersions or services, leadership experience, additional languages you are fluent in, and any other special training you have undergone.

If you were learning from an institution or were working for one, follow this outline.

Name of the place you were at _____.

Location of the place you were at _____. (City/State)

I was there from _____(month/year) until _____(month/year). **Take note that this can be year to year.**

My position there was _____.

While I was there, I learned/accomplished/contributed/etc.

Repeat as necessary for additional institutions. For the remaining experiences and skills, you only need to list them. Please, capture them now and I'll see you in the next chapter.

Chapter 3 Forms

As the saying goes, what gets measured, gets managed and managing your time and finding ways to have increased energy is one of the best gifts you will ever give yourself.

Use the chart on the next page to help you start tracking and reviewing your time. This is designed to help you with the Pomodoro Technique. Each block of time is 25 minutes with 5-minute breaks in between to recharge your energy before the next block.

The goal here is to find out what works for you. After you have done it a few times, some patterns are going to pop up. You may find that being in a different part of the house or going somewhere else, lets you get more done. You might find 25 minutes is too long and you're not as drained when you do 15 minutes instead. You may even find that relaxing the 5 minutes gives you the boost you need compared to if you were doing activities to get the blood flowing.

Every person is different and this will tell you what works for you. So, after completing your 3 blocks you fill in the sheet with-

- Time of day- Write in the time you are started
- Location- Exactly where you were
- 1st Block- What and how much you accomplished in that block
- 5 minute break- What you did during your break
- 2nd Block- What and how much you accomplished in that block
- 5 minute break- What you did during your break
- 3rd Block- What and how much you accomplished in that block

For the “thoughts” cell capture anything you discovered that stood out to you. You flexible to track whatever result you want. However, I recommend starting out that you track production (what you are getting done in your blocks) and your mental/physical energy at each stage.

Breaking free of activities that drain you, getting twice as much done and having unstoppable energy is life changing. Start by tracking these and then track something else later if you choose.

Time of the day	Location	1st Block	5 Minute Break	2nd Block	5 Minute Break	3rd Block	Thoughts

Chapter 5 forms

Our purpose here is to find out about the company as well as the person doing the hiring process. We want this for 4 reasons:

1. You want the exact keywords and phrasings used in the recruiter's application filter.
2. You want what you've done so far and what you have to offer to be "translated" properly. You want to speak their language so that your message is received in a way they understand.
3. You need to be able to see if there is anything you have to offer. If their pain point is something that doesn't interest you or you are unqualified for, then you will become disengaged and unfulfilled quickly.
4. Finally, and most important, you want to see if the company's mission and vision align with your values. You can't build a genuine connection if it goes against your beliefs.

EXERCISE 1: INVESTIGATE

Company Research

As you begin to investigate, use the spaces below to collect the information you want.

Step 1. Look at the reviews of the company. What do they say?

Step 2. Instead of going directly to the job posting, go to Google and type in "apply" and then the job title and the company name. Does this company have a high turnover rate? Are there a lot of jobs available?

Step 3. Look at the job description.

In the job description, what is it you are supposed to solve?

The job description would detail the required skills and qualifications, but does it say what you are actually supposed to do, including the day-to day-tasks as well as any quarterly goals?

While looking at the job description, capture the common keywords, terminologies, and any repeated phrases used. The recruiters will use the exact wording, credentials, skills, and software in the job description as well as in the list of duties and the required skills section that they expect. Capture them now, so you can use them later.

Look as well at the company's mission statement. Is it stated outright in the description or can you get an idea what they stand for from the post?

Now that you know the mission statement, is this something you can get behind? Does the company's vision align with yours? Is it something that would help you reach your goals as you help them with theirs?

If the company's mission statement will enhance the quality of your life and help change the lives of others, then you are good to go. Continue on to the next section. If not, consider the pros and cons. Nothing is worth pursuing if it doesn't enhance your life. It's better to stop now and look for a job you'd actually like to do and will bring meaning into your life.

EXERCISE 2: Finding Key Players

As mentioned in the book, exercise 2 and 3 are for people who-

- Have a specific job they want to apply for
- Have a specific company they want to apply to
- Are about to interview and wish to know more about the person reviewing their resume.

If none of these situations apply to you, I recommend going to chapter 6 of this workbook so you can start choosing your format.

For this workbook this exercise is easy. Just put on your detective hat and follow along in Chapter 5 of Resumes that Work! and when you find the key player write their name here:

EXERCISE 3: Reviewing Key Players

Now that we know who they are, it's time to start getting to know them and what interests them.

As always, it's easy to lose time when you're online. It is designed to get your attention and hold you there. Don't let it! Remember – Parkinson's Law! Commit to only spending 10-20 minutes with each of the steps below -- 10 minutes for each person who has a lot of activity on their accounts. Since you will have to do more digging, use 20 minutes for the people who don't have a lot of activity.

Let's get started.

Step 1. Go to their social media accounts.

What are they contributing to help others? (Is there a common theme to what the person shares and engages with?)

What drives them? (What do they post and tag?)

What are their interests? (What do they like and comment on?)

What are the things that keep them up at night? (What are they ranting about or voicing concern over or seem to have a strong conviction – a problem that they feel they could solve.)

Step 2. Dig deeper into the well.

Find a video or an audio or an interview in an article that allows you to “hear” how this person speaks.

What you are looking for here is how they talk and the things they consider a success. If they have a video or are quoted you have a great way to hear their voice. Listen and answer yourself the following questions.

Do they use a lot of exciting action words?

Are they punchy and to the point or is the answer drawn out?

As noted in the book, the first person, then, is more concerned with the things that create an event (the details of a job) while the second is more concerned with how an event makes them feel (the outcomes produced from the job). Once you identify which type of person the recruiter is like, tailor your resume based on that fact.

For each type of person, you would still list your accomplishments and achievements instead of a list of job duties. It’s just for the detailed person you would state what you used to accomplish your accomplishments and achievements. With the emotionally-inclined person, your focus is on the outcome and difference produced from your accomplishments and achievements. Basically, it will be the same statement but said a different way.

Is there a word or a phrase that they repeat often? This is their power word. What is it?

Weave these into your resume where you can.

Are they an audio, kinetic or visual speaker? “Look” for verbiage that helps you “see” if they are visual. “Listen” for what to “hear” in what they say to find your answers. Use the key players speech in your resume. What type of speaker are they and what are the common words they attach to it?

Rest assured, though, the things you found interesting in them are the very things that you connected with and in turn will likely connect with them. So, even if you didn't write it down, it will stick with you for when it's time to use it later.

Chapter 6: Choosing the Right Format

I find this is the area many struggle with when creating their resume and I aim to get you unstuck! You see, a strong resume is the combination of both strong content and a professional presentation. This ensures that the reader has a seamless flow of information as they read through your resume. Selecting the right format will allow them to do just that.

There are 3 main resume formats: **chronological**, **functional**, and the **combination**. Each one has a different purpose.

- The *Chronological Format* is one of the most popularly used resumes. This is the perfect format to highlight your work experience, especially for those with extensive work history.
- The *Functional Format* is the perfect format to highlight your skills, especially for those who don't have a lot of work experience.
- The *Combination Resume Format*, on the other hand, is designed to help experienced candidates showcase both their skills and competencies. This is the perfect format if you are looking to change industries or are applying for a job with a lot of technical expertise.

In the Structure chapter, we will be working on your format and possibly moving some of your information around regardless of which one you choose. So, being considerate of your time, I recommend committing to one of the above formats for now, going to that format in this workbook and begin filling in your information.

Chapter 7 Chronological Resume template

Your Name

City/State

Phone number

Email address

Social media account link (optional)

This section can be all the way to left of right.

Career Objective (Seeking a career to reach xyz goal.....) or

Qualification Summary (Showcase your accomplishments from your skills) or

Professional Profile (Showcase your skills)

Work Experience

Month/Year to Month/year- Position held, Company name, city/state location of company

- List 2 to 5 bullets showcasing this position.
- Repeat for each position held.
-
-
-

Educational Qualifications

Add material mentioned in Chapter 10, components of a resume in Resumes that Work!

-
-
-
-

Additional Skills

Add material mentioned in Chapter 10, components of a resume in Resumes that Work!

-
-
-
-
-

References

Optional. If you chose to use them, have 3-5 references.

Chapter 8 Functional Resume template

Your Name

City/State

Phone number

Email address

Social media account link (optional)

This section can be all the way to left of right.

Career Objective (Seeking a career to reach xyz goal.....) or
Qualification Summary (Showcase your accomplishments from your skills) or
Professional Profile (Showcase your skills)

Relevant Skills

Add material mentioned in Chapter 10, components of a resume in Resumes that Work!

-
-
-
-
-

Work Experience

Year to year- Position held, Company name, city/state location of company

- List 2 to 5 bullets showcasing this position.
- Repeat for each position held.
-
-
-

Educational Qualifications

Add material mentioned in Chapter 10, components of a resume in Resumes that Work!

-
-
-
-

References

Optional. If you chose to use them, have 3-5 references.

Chapter 9 Combination Resume template

Your Name

City/State

Phone number

Email address

Social media account link (optional)

This section can be all the way to left of right.

Career Objective (Seeking a career to reach xyz goal.....) or
Qualification Summary (Showcase your accomplishments from your skills) or
Professional Profile (Showcase your skills)

Additional Skills

Add material mentioned in Chapter 10, components of a resume in Resumes that Work!

-
-
-
-
-

Work Experience

Year to year- Position held, Company name, city/state location of company

- List 2 to 5 bullets showcasing this position.
- Repeat for each position held.
-
-
-

Educational Qualifications

Add material mentioned in Chapter 10, components of a resume in Resumes that Work!

-
-
-
-

References

Optional. If you chose to use them, have 3-5 references.

Chapter 10 Components of a Resume

Below you'll find the basic components that a resume has. Take a moment to read them and put your information into your template where it goes.

1. **Heading.** This is the introductory section where the recruiter will find your basic information. In this section, you need to include your name, residential and college/current workplace address (no need for street name), contact numbers, email address, and any relevant social media account. Your name should be highlighted in bold print and a larger font size in comparison to the rest of the text. Ensure that you avoid the use of abbreviations and use only formal names.
2. **Introduction.** This is an important part of your resume because it's what draws the reader in. So, it needs to pack a punch. You will typically introduce your resume under one of these three options:
 - *The Objective Statement.* This can be used when targeting an exact position. It's typically used by someone who has limited work experience or a smaller skill set. You state your objective in applying because you aren't able to show it through other material in your resume body. Though usually considered optional within the resume writing industry, it can be an important part of the resume when you have little to no work experience.

This section provides a brief insight into your aspirations and career interests. If your career goal is not something that the reader can tell from the resume body, then the objective statement needs to be specific to the job role you are applying for.

See if the material you've gathered so far falls into the categories mentioned in the last 2 paragraphs. If it does, use an objective statement. If not, use a professional profile or qualification summary. Often, you'll find that you'll wish to use an objective statement in conjunction with a professional profile or qualification summary. So, you would state your objective and then list your skills (professional profile) that show you can do it or list your achievements (qualification summary) proving you've done it.

Whichever one you use, it's important to keep it brief. Try to limit it to 2-3 sentences, maximum. You want a one-two punch that shows your passion and ambition for the career you are applying for.

- *Professional Profile.* Use this when not targeting an exact job. It is perfect for when you submit to job search sites. It provides a quick overview to showcase the skills you have acquired or refined in your previous job roles. Typically, it is a blend of an objective statement and a qualification summary. The choice between a professional profile and a qualification summary is a personal one, depending on what you want the reader to see.

If you want to showcase your skills, use the profile. If you want to showcase the things you have accomplished with those skills, use the qualification summary. Use 4-6 bullets or write it as a paragraph with 3-4 sentences.

- **Qualification Summary.** This is used when targeting an exact job. It should be ATS friendly as keywords match what you are applying for. It depicts your most impressive achievements from your transferrable skills and should be written with 4-6 bullet points stating your achievements in previous job roles.

3. **Educational Qualifications.** As a general rule, the less work experiences you have, the more you will need additional information on your resume to show who you are and why you are a good fit for the company you are applying to.

So, with that in mind, this section holds special importance for recent graduates since they will likely not have a lot of work experience. Recruiters will rely heavily on this section to look into their skill set. Depending on where you are in life, it may not hurt to add in high school information and use it to show your strengths and accomplishments. Whether your GPA was first in class, you were involved in team activities, or were a teacher's assistant, it all goes in this section.

On the other hand, for the experienced candidate, this section serves as a check mark for a perfect fit with the perfect job role and will typically be at the bottom of the resume. It is common practice to present your highest degree first followed by the other degrees in a reverse chronological order. This highlights the degree based on which you are applying for the most. Keep in mind that degrees, certifications, and apprenticeships not only highlight your qualifications, they also show that you can commit to a difficult task and see it through.

You can also include in this section other achievements like successfully defending a dissertation, high class rankings, or internships taken during your course if they bolster your expertise for the career you are applying. Add these here if you have limited work experience.

4. **Work Experience.** You will need to state your work experience, yes, but you don't need to limit yourself to only that. This is a section where you can display your additional experiences like temporary employment, internships, volunteering, academic assignments, freelancing experience, extracurricular activities, military experience, and any other relevant projects. If these are included, treat them like work experience and note the name of the organization, location, position held, and the dates of employment.

In case you include any experiences, which are not directly relevant to the job role you are applying for, try to list out relevant responsibilities you had in past experience which you would bring to the job you are applying for.

5. **Skills.** While, covered extensively within the chapter for the format you chose, I would like to mention that although skills showcase what you can do, it is ok to include soft

skills, values, and competencies if they align with the job you are applying for. For instance, a company in a tourist town during the summer or the food service industry around tax time has challenges with retaining employees. So where reliable and dependable could not seem a skill at all, it applies under the right circumstances.

6. **Other.** You can decide to add additional sections, as well, depending on two criteria: the length of your resume and availability/importance of the additional information. These can be freelancing experience, hobbies, community immersions and services, leadership experiences, additional languages you have learned, or any special training you have undergone relevant to the job but not mentioned elsewhere. It can be anything that adds value to you as an employee.
7. **References.** This section is required in the employment process but not mandatory to add in the resume. If you want to use them, create a list of references. (Note: Before putting their name, inform them that you will do so!) At a minimum, a reference needs to have the name of the reference along with their title and contact number, but it can also include their work address, email address, and if their title is from a different institution other than the one you mention in your resume, you can also include how you are acquainted with them.

If you do include them, know that you will usually need to provide 3-5 references. It goes without saying that you need to ensure you have chosen the references carefully. It needs to be someone who knows you well enough to be able to answer questions about your work, education, skills, strengths, and competencies.

Chapter 11 Forms

Readthrough

Step 1. Read it out loud.

Do you have everything where it goes? Perfect. Let's do a read through on what you have so far. Print your resume or read from your screen and simply read it out loud as it is right now. Don't worry that it's raw data or not worded perfectly. We'll work on that later.

Right now, what I need you to focus on is how your story flows. Without analyzing, read it out loud. Once you're done, capture any thoughts that jumped out at you before moving to the next step. Write those now.

Step 2. Ask yourself some questions.

Did your resume sound good or a little clunky? For now, either is fine. It's an ugly little baby right now, but like all ugly babies, it will grow out of it. We're only trying to get a feel of how the information sounds as the resume is read. Like a good book, you want each section to pull the reader to want to discover what the next section will show.

So, we need to read through it one more time. Except this time, ask yourself the following questions before you read it and then ask them once again after you have read it.

- What is the core of my message? What is the point I am trying to get across or the talent I want to showcase with the story I am telling?
- Have I shown my unfair advantage? Have I shown the things I am capable of doing that would fix the problem the company is having?

Step 3. Polish it.

Did these questions get answered on your resume? Based on the format you chose, did these questions get answered early enough that the reader would catch it? On the surface, the questions seem easy, but they are very important because if things are out of order, you won't get past the 6-second glance!

I can't emphasize the importance of the last sentence enough. Your value proposition for the company needs to punch the reader in the face right when they start reading it.

So, for this step, take the thoughts you captured in your first readthrough and your thoughts now and decide if the resume catches the reader's attention right away. If not,

now is the time to switch it all around. Go into your resume and cut and paste and put everything in the order you want them to be read. Do keep your name and contact information static and at the top. These are industry standard and should remain where they are.

For the rest of the information, I want you to know that formats are guides to tell you where information “should” go under certain circumstances. They are good templates for where information goes, and for the most part, are usually correct.

Yet, they are not always right. You have a story to tell and value to bring. Don’t let yourself get stuck in a specific outline if it keeps you from expressing what you need to say. Do it now and we’ll see you in the next step.

The Resumes that Work! Checklist

Now that you have read it out loud and have the order you want it to be in, it's time to edit what you have written. Follow the checklist below to make your resume shine.

- I have changed my list of duties and responsibilities to a list of achievements and accomplishments.
- I have shown what I did to contribute to the growth of the company in my previous role.
- I have shown I can fix the problem the company is having for this position.
- I speak in an active voice and my sentences convey action.
- When describing myself, I have eliminated buzzwords and cliché phrasing.
- I have changed my words so that I am calling things what the recruiter is calling them.
- I have 2 to 5 bullets for my job description. Each bullet is 2 sentences max.
- I have my strong points first and end the resume on the final thought I wish the reader to have.
- I have removed all abstract nouns.
- I have removed all adverbs.
- I have written with emotion and spoke in the positive.
- My introduction sentence pops. It tells the reader I am like them and compels the reader to want to see more.
- I have eliminated all "I's", "we's", "me's" and "us's".
- All tenses match.
- My email is professional. It is my name with whichever service I use.
- My education and work experience are written in reverse chronological order.
- My resume is 1 page. 2-page max.
- My sentences are crisp and to the point.
- My sentences are 1 inch apart.
- My headers font is 14. My content's font is between 10 and 12.
- My font is in Calibri, Serif, Georgia, Arial, or Tahoma.
- My margins are 1 inch all around.
- I haven't embedded anything into my resume.
- If I am using a social media account link, I have ensured it matches the job I am applying for.
- I have done a spell check.
- I have read the resume out loud.
- I had someone else read it.
- I have run my resume through an editor such as Grammarly or ProWriterAid to ensure it is written at the proper grade level.
- I have named my resume document professionally. For instance, Jones_Resume_XYZ_Corporation

Helpful resources mentioned in Resumes that Work!

- [*How to Write a Killer LinkedIn profile, Brenda Bernstein*](#)
- [*Ladders 2018 Resume Guide: Best practices and advice from the leaders in \\$100k - \\$500k jobs, by Marc Cenedella*](#)
- [*Mark Petterson, Steal this Resume, by Mark Petterson*](#)
- [*Will it Fly?: How to test your next business idea so you don't waste your time and money, by Pat Flynn*](#)
- [*The Essential Guide for Hiring and Getting Hired, by Lou Alder*](#)
- [*The 4-Hour Workweek, by Timothy Ferriss*](#)
- [*Novice to Expert: 6 steps to learn anything, increase your knowledge, and master new skills, by S.J. Scott and Greg Zarcone*](#)
- [*Level Up Your Day: How to maximize the 6 essential areas of your daily routine, by S.J. Scott and Rebecca Livermore*](#)
- [*Scaling Up, by Verne Harnish*](#)
- [*Start With Why, by Simon Sinek*](#)
- [*Methods of persuasion: How to use psychology to influence human behavior, by Nick Kolenda*](#)
- [*The Art of Witty Banter: Be clever, be quick, be interesting- create captivating conversation, by Patrick King*](#)

You can also visit the resources page at todayforlife.com/resources at any time to get ideas, inspiration and support!

The remainder of this workbook is packed with templates, examples and other resources to continue to guide you on your journey.

The examples are designed to give ideas and inspiration. They should not be just cut and pasted.

I encourage you to review them all regardless of the format you chose.

Some have a different layout even though they are called a certain format, while others are purposefully written to give different insights and viewpoints.

If you are still unsure of something after going over the material, have a challenge that you need help with or you just want to start a conversation, contact me at kristopher@todayforlife.com and I will respond to help you in your continued success!

All the best,

Kristopher

Cover Letter Template

Your Contact Information - Top Left hand corner of letter, write your contact details, date.

Name:

Address:

City, State, Zip Code:

Phone Number:

Email Address:

Date

Employer Contact Information - Write contact details of prospective employer

Name:

Title:

Company:

Address:

City, State, Zip Code:

Salutation

Dear Mr./Ms. Last Name,

Opening Paragraphs - Use an opening that bring yourself to the attention of the reader and make clear the exact job are applying for. Use one of the following

1. Summarize the opening
2. Name the opening
3. Request an opening
4. Question the availability of an opening

Secondary Paragraphs - Provide descriptive information to provide the reader with good reasons to invite you to an interview. Use a variety of the following:

1. Education
2. Work Experience
3. Ability to work with others and/or alone
4. Interest in your field
5. Interest in the company
6. Responsibilities in previous positions

Closing Paragraphs - This will be written so your prospective employer will take action!

Complimentary Close

Sincerely yours,

Enclosure (this will be your resume)

Chronological Resume Example 1

Joseph Smith

Ann Arbor, MI 55555

(555) 555-5555

jsmith @ gmail.com

Career Objective

To secure a position as a Legal Assistant within your company and display excellent legal research and multi-tasking skills in a criminal defense environment.

Professional Profile

- 17 years of law office experience
 - Critical problem solver
 - Perfect oral and written skills
 - Excel's at working in either a team environment or independently
-

Work Experience

Legal Assistant

XYZ Lawyers Group, Ann Arbor, MI

October 2001-August 2018

- Managing and coordinating case timelines
- Supervision free case drafting and filing
- Jurisdiction legal research that led to precedent cases

Legal Assistant Intern

Marcy's Law Firm, Ann Arbor, MI

September 2000- July 2001

- Assisted lawyers with the research and creation of legal documents
- Created case files; managed paperwork and mailing.
- Answered client emails and calls
- Managed the calendar for the firm.

Educational Qualifications

- Associate of Applied Science in Paralegal Studies 2000

Ann Arbor, Mi

Graduated with 3.8GPA

References

Gloria Thomson
Attorney Law
(555) 555-5555

Dave Bigsley
Senior Law Partner
(555) 555-5555

Mary Hammond
Defense Attorney
(555) 555-5555

Chronological Resume Example 2

John Smith

Chicago, IL 12345

(555) 555-5555 jsmith@email.com

Career Objective

Seeking a senior marketing position within a prestigious advertising agency.

Qualification Summary

- Advanced in all Microsoft Office programs
- Excellent writing and communication skills
- High work ethic and strong self motivation skills
- Excellent project management and time management
- Learn new skills and techniques quickly
- Type 70 wpm

Work Experience

Advertising Executive

ABC Inc, Chicago, IL

November 2007 - Present

- Analyze market trends to better create new promotional development
- Increase market share by 2% through online advertisement
- Gain a consistent 98% client satisfaction rate which has raised company's ranking position in the finance industry
- Control numerous campaign worth over \$250,000 for client endorsements.

Marketing Coordinator

ThatCompany.com, Chicago, IL

July 2004 - November 2007

- Product promotion through social media and other online communities
- Developed strategic marketing plans to increase promotion of current products.
- Evaluated data analysis to understand customer usage and consumer needs to distinguish value of competitive market.

Payroll & Benefits Coordinator

Fortune Corporation, Chicago, IL

June 2000- June 2004

- Processed payroll for 400+ employees
- Managed employee benefits and helped with insurance inquiries
- Conducted open enrollment and normal employee enrollment
- Issued monthly insurance and workers compensation statements

Educational Qualifications

Bachelor of Science, Business Administration

University of Illinois

May 2000

References

Dale Western

Client Services Specialist

(555) 555-5555

Mike Yorkston

Consultant

(555) 555-5555

Chronological Resume Example 3

Mark Jones

Plateau, AL 5555

(555) 555-5555

mjones@email.com

Career Objective

Seeking to showcase my analytical skills in teaching. Proven writing and research abilities that will help your company in exceeding its milestones.

Professional Profile

- Excel in classroom management, instruction and training.
 - Excellent problem-solver. Able to establish positive rapport quickly.
 - Energetic self-starter who is motivated to succeed.
-

Work Experience

**Teacher, SEESAW ELEMENTARY, Seesaw, AL
2005-2018**

- Educated and inspired students
- Overseen playground activities and Story Days
- Helped, guided, and tutored students in after school programs and activities

**Day Care Assistant, HAMNER DAYCARE, Relevance, AL
2000-2005**

- Structured recreational activities for the toddlers
- Coordinated after school arts programs
- Updated the school newsletter and messaging boards

Educational Qualifications

Alabama State University

B.A., Elementary Education, May 2006

GPA: 3.95

Camry Community College

A.S., Elementary Teacher Education, May 2000

Graduated: Phi Theta Kappa

Additional Skills

- Excellent with Microsoft Office 365
- Proficient with Adobe Photoshop

References

Seesaw Elementary School

Principal

(555) 555-5555

Chronological Resume Example 4

John Robinson

San Jose, CA, 55555
(555) 555-5555
jrobinson@gmail.com

Career Objective

To be an asset to your company, using my advanced knowledge of html,css and javascript coding.

Work Experience

Digital Agency, June 2017 - September 2018

- Used my coding knowledge to create presentations and live interactions with clients for a greater experience.
- Contributed to team task that increased customer engagement.

Marketing Research Agency intern, Riffle Research, Jan 2014-May 2018

- Exceeded quota and helped build the companies branding image.
- Scouted and welcomed new clients as though they were family.
- Improving a vast array of skills through work with research.

Educational Qualifications

- Bachelor of Arts
South Bend University
January 2010 - May 2014

Additional Skills

- Complete competency with Microsoft Office
- Touching- typing speed of 75 WPM
- Advance Knowledge of computer coding techniques

References

Joe Smith-Jones
Executive Director
(555) 555 - 5555

Karl Kristopherson
General Manager
(555) 555-5555

Tim Ridley
Marketing Supervisor
(555) 555-5555

Combination Resume Example 1

Nancy Smith

Anytown, MI 55555

555-555-5555

NSmith@email.com

Career Objective: Obtain a challenging pediatric nursing position specializing in intensive care.

Professional Profile:

- Medication administration
- IV therapy
- Isolation techniques
- CPR/emergency medicine
- Care of patients with diabetes, congestive heart failure, renal failure, leukemia, colitis, burns, head injuries, spina bifida, meningitis, fractures, and tuberculosis, among other conditions
- Use of medical technology (Doppler, EKG, CT)
- Child/parent medical/nutritional education

Additional Skills:

- Excellent communication skills with children of all ages
- Advanced understanding of child development and growth
- Proven success working in high pressure environments
- Bilingual English/Spanish

Work Experience:

- Pediatric Care Nurse, Anytown, MI, January 2005–Present
MI General Hospital

- Practical Nurse, Anytown, MI, June 2000–December 2004
Macy's Nursing Home

- Medical Orderly, Anytown, MI, September 1998–June 2000
Yesterdays Nursing Home

Educational Qualification:

- Bachelor of Science in Nursing, May 2004
Turning Point University, Anytown, MI
- Practical Nursing Diploma, May 2000
Technical College, Somewhere, MI

Combination Resume Example 2

SHIRLEY ADAMS

Tucson, AZ 55555
(555) 555-5555
sadams@email.com

CAREER OBJECTIVE:

Reliable and dependable, with more than 10 years of transferable experience. Proven customer service and communication skills in a range of sectors. Energetic, with a history of producing results and satisfied customers.

PROFESSIONAL PROFILE:

- Organized and coordinated group activities
- Managed the company's finance obligations, and paid all invoices on time
- Answered customer and client needs
- Created spreadsheets and documents with Microsoft Office 365
- Extensive web research and data analysis

ADDITIONAL SKILLS

Customer Service

- Greeted and assisted customers and visitors
- Provided customers/clients with desired information in a timely manner
- Listened, calmed, and brightened the mood of customers with concerns

Communication

- Answered phones in a courteous and professional manner
- Gained instant rapport with different individuals and groups
- Excelled in a team environment that produced great results

WORK EXPERIENCE

Regional Supervisor	Salvation Army – Tucson, AZ	5 Years
Elected Secretary	Parent Teachers Association (ISD 01) – Tucson, AZ	5 Years

Event Coordinator	Neighborhood Involvement Program – Phoenix, AZ	3 Years
Group/Activities Leader	Girl Scouts of America – Phoenix, AZ	4 Years

EDUCATIONAL QUALIFICATION

M.B.A., Communications, University of Arizona 2005

Combination Resume Example 3

Jake Brown

Tucson, AZ 55555
(555) 555-5555
Jbrown@email.com

CAREER OBJECTIVE:

Restaurant Manager with 5 years of experience managing fast-paced restaurants. Ability to train staff to the highest standards of customer service, ensuring increased customer satisfaction, and increase in sales.

PROFESSIONAL PROFILE:

- Excellent and conducting and implementing different sales strategies.
- Perfect customer service and communication skills.

ADDITIONAL SKILLS:

- Proficient in accounting, budgeting sales projections and allocation of funds.
- Upbeat and positive attitude through strong interpersonal skills.
- Extensive knowledge of the food and labor laws.

WORK EXPERIENCE:

Mikes Roadhouse, Tucson, AZ

Restaurant Manager June 2015 – Jun 2018

- Hired, trained, and coached 75+ staff members on customer service skills, food & beverage knowledge, and health & safety standards.
- Coordinated and successfully launched the grand opening.
- Reduced costs by 9% through tighter controls on overtime expenditures and inventory waste
- Maintained an employee retention rate 23% higher than industry standard through supervisor training programs and employee performance reviews.
- Increased the profit margin by 16% through switching to local suppliers

Burger b Gone, Tuscon, AZ

Restaurant Manager May 2013 – May 2015

- Increased customer engagement on company social media accounts by 20% through interactive promotions and contests
- Implemented a revamped inventory system for storage conditions, and build to charts for ordering resulting in a 4% decrease in losses incurred by food waste

EDUCATIONAL QUALIFICATIONS:

Oldtown Community College, Tuscon, AZ

Degreed in Hospitality Management, April 2013

- GPA 3.7/4

Combination Resume Example 4

Joan Collins

Louisville, KY 55555

(555) 555-555

collins@email.com

Career Objective:

Food Service Worker with 10 years of experience in food service, and a certificate in Food Handling and Safety. Seeking to leverage my knowledge to effectively perform a management position at your restaurant.

PROFESSIONAL PROFILE:

- Expert at designing and implementing sales strategies.
- Possess excellent customer service, sales, and communication skills.

ADDITIONAL SKILLS:

- Team player who can adapt quickly in changing situations.
- Excellent problem solving and communication skills, with a focus on customer service
- Bilingual (Spanish/English)

WORK EXPERIENCE:

TONY'S RESTAURANT

September 2011 – Present, Lead Host, Louisville, KY

- Write patrons' food orders on slips, memorize orders, or enter orders into computers for transmittal to kitchen staff in a 100+ seat restaurant
- Clean all work areas, equipment, utensils, dishes, and silverware and ensure they are stored appropriately in accordance to state law.
- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning salads, and brewing coffee in a fast paced line kitchen

FAMILY DINNING

August 2007- 2011, Lead Host, Louisville, KY

- Present menus to patrons and answer questions about menu items, making recommendations upon request in a 70+ seat restaurant
- Assisted host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests
- Stored food in designated containers and storage areas to prevent spoilage and increase shelf life

- Served food and beverages to patrons, and prepared or served specialty dishes at tables as required

EDUCATION QUALIFICATION:

LOUISVILLE COMMUNITY COLLEGE

Louisville, KY

Certificate in Food Handling and Safety, June 2008

- Graduated Cum Laude

JOHN TOWN COLLEGE

Louisville, KY

Bachelor of Arts Degree in Culinary Arts, June 2007

- Graduated with honors

Functional Resume Example 1

Pall Thomas
New York, NY
(555) 555-5555
pthomas@email.com

Qualification Summary

- Accomplish, seasoned Professional with proven success in operations management to achieve to organization mission.
 - Excellent communication skills easily interacts with executives, regulatory agencies, clients, vendor, and staff.
 - Proficient in MS Office 365 and accounting software
-

Professional Profile

Operation Management

- Supervised all divisions for an electronic manufacturing plant. Responsible for management development and strategic planning
- Secured financing for manufacturing, implemented new standards to monitor and increase profitability

Financial Administration

- Managed accounting employees with direct supervision of all accounting and payroll activities
- Secured credit and implemented an effective collection process

Compliance & Training

- Administered all areas of agency compliance
- Implemented periodic compliance audits & reviews
- Organized and conducted operations training within each division

Work Experience

- Electronic Surge Corp
New York, NY
Chief Operating Officer
1999-Present
 - Finance Supreme, New York, NY
Director of Compliance & Training
1993 - 1999
 - Square Robotics, Aspen, Colorado
Subcontract Administrator
1988- 1993

Educational Qualifications

- New York University, NY
M.B.A, Finance Management Emphasis
1998

- University of Colorado, Colorado
Bachelor of Science in Accounting, Minor in Business
1990

References

Steve Rogers
Robotics Instructor
555-555-5555

Jake Miller
Human Resource Director
555-555-5555

Functional Resume Example 2

Brian Lancaster

Los Angeles, CA 55555

(555) 555-5555

email@email.com

Career Objective

Seeking a position in child care or teaching within a reputable day care center.

Qualification Summary

- Experienced in child development and child rearing practices
- Motivated, enthusiastic, and results-focused individual
- Skilled in setting up safe, healthy, and stimulating environment, emphasize good nutrition; initiate opportunities for active and quiet play
- Committed to life-long education in the child development field
- Patient, confident and enjoy working with children
- Fluent in English and French

Relevant Skills

Curriculum Program Design

- Design curriculum to assist children in the development of social skills and positive self-image.
- Prepared lesson plans for induction of reading skills for pre-school students.
- Evaluate children's progress and program goals.
- Proficient at integrating outdoor activities, arts, crafts and creative music into curriculum.

Instruction Methodology:

- Supervised three- and four- year olds, teaching them basic skills in reading and math
- Address the intellectual, emotional, social, cultural and physical needs of children.

Communication Skills

- Presentation and writing skills
- interpersonal and people skills
- Keep accurate records of, child's progress and communicate child's progress and needs with parents.

Work Experience

Nursery School Teacher

Mary's Pre School, Los Angeles, CA

2013-2018

Day Care Center Volunteer

Mandy's Day Care, San Francisco, CA
2012-2013

Clerk

Walmart, San Francisco, CA
2008-2011

Educational Qualifications

B.S. in Education

San Francisco State University, San Francisco, CA
2013

A.S Child Development Master Teacher

Chambers Community College, San Francisco, CA
2011

References

Jeremy Tarmin

Assistant Director
(555) 555-5555

Michael Blanchard

Executive Finance Director
(555) 555-5555

Functional Resume Example 3

Matthew Hanson

Plateau, AL 55555
(555) 555-5555
mhanson@email.email

Professional Profile

- 15 years of experience
 - Exceeding expectation at budgeting and supervising
 - Focused and analytic, with excellent attention to detail
-

Qualification Summary

Supervision and Training

- Reduced turnover by 25% year one through educated and coordinating human resource management workshops
- Coordinated periodic staff training and professional development workshops
- Created, developed and maintained an innovative customer service training program that increased customer satisfaction by 12%

Budgeting and Fiscal Management

- Administrator to \$350,000 payroll budget with zero recordable errors
- Managed fiscal database and accountability trackers

Marketing and Promotion

- Provided proper PR and branding as a steward of the company
- Excelled in a team environment which allowed senior management and front line leaders alike to have the same vision

Computer Skills

- Proficient in Microsoft Office 365
- Can operate accounting software

Work Experience

- **Event Coordinator,**
Thompsons, Plateau, AL
2010-Present
- **Marketing Manager,**
Media Now, Plateau, AL
2006-2010

- **Community Promotions Executive,**
PR Management Inc, Plateau, AL
2004-2006
- **Media PR Specialist,**
Sally Studios, Plateau, AL
2000-2004

Educational Qualifications

B.A., Public Relations, Minor in Sociology
University of Alabama, Plateau, AL

May 2004

A.S., Business
Plateau Community College, Plateau, AL

May 2000

References

James Morgan
Operation Manager
(555) 555-5555

Chris Michael
Director of Human Resources
(555) 555-5555

Functional Resume Example 4

Jane Marcus

St Louis, MO 55555

(555) 555-5555

jmarcus@email.email

Career Objective

Seeking supervisor trainee position in retail sales, using skills in design, administration and public contact.

Professional Profile

- **Management** Coordinated operations, managed and assisted in sales at Pall's retail.
- **Administration** Coordinated several surveys and prepared all invoices.
- **Special Skills** Type 70 wpm; experience with PowerPoint and familiar with excel.

Work Experience

2017-2018 Manager at Pall's Retail; St Louis, MO

- Installation of new advertising elements
- Hiring, training and empowering employees
- Ensuring customer service exceeded expectations

2016-2017 Manager at Hunter Hill; St Louis, MO

- Tracking operational standards and implemented new regulation
- Calculated survey invoices and developed a streamlined process
- Implementation of new tracking system

2015-2016 Volunteer at Girls Club, St Louis, MO

- Worked together with team members to make a difference in the community

Educational Qualifications

B.S. in Retailing; Fashion College St Louis, MO 2015

References

John Doe
Assistant Director
(555) 555-5555

Patricia Clark
Associate Professor
(555) 555-5555

Cover Letter Example

Jennifer Reese
New York, NY 55555
(555) 555-5555
JReese@email.email

February 20, 2009

Mr. James Smith
Director
Innovation Management
New York, NY 55555

Dear Mr. Smith

I am contacting you regarding the Public Relations Assistant position your agency recently advertised. My experience and skillset would be of great benefit to helping your company succeed.

I graduated with honors from the renowned ABC Public Relations College, have over 10 years of direct public relations experience and consistently added 25+ clients each quarter of my tenure.

Though my career thus far has been rewarding, Innovation Managements company vision and core values are something that I believe will change the world and I look forward to the opportunity to play my part to see you make it there.

Thank you for taking the time to review my resume. I look forward to the opportunity to speak with you.

Sincerely,

Jennifer Reese

Action Verb List

Management/Leadership Skills

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced

Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Streamlined
Strengthened
Supervised
Terminated

Communication/People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Furnished
Influenced
Interacted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated

Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Research Skills

Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Gathered
Identified
Interpreted
Invented
Investigated
Located
Measured
Researched
Searched
Solved
Surveyed

Systematized
Tested

Technical Skills

Adapted
Assembled
Built
Calculated
Computed
Conserved
Constructed
Debugged
Designed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Specialized
Standardized
Studied
Upgraded
Utilized

Teaching Skills

Advised
Coached
Enabled
Encouraged
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Set goals
Simulated
Stimulated

Professional Profiles

Taught
Trained

Transmitted
Tutored

Financial/Data Skills

Adjusted
Allocated
Appraised
Assessed
Audited
Balanced
Corrected
Estimated
Forecasted
Projected
Reduced
Retrieved

Creative skills

Acted
Began
Combined
Conceptualized
Created
Customized
Displayed
Drew
Entertained
Fashioned
Formulated
Founded
Illustrated
Integrated
Introduced
Modeled
Modified
Performed
Photographed
Revised
Revitalized
Shaped

Helping skills

Advocated
Aided
Answered
Assisted
Cared for
Contributed
Cooperated
Counseled

Demonstrated
Educated
Ensured
Expedited
Familiarize
Furthered
Helped
Insured
Intervened
Provided
Rehabilitated
Simplified
Supplied
Supported
Volunteered

Organization/Detail Skills

Cataloged
Categorized
Charted
Classified
Coded
Compiled
Distributed
Filed
Implemented
Logged
Monitored
Obtained
Ordered
Prepared
Processed
Purchased
Recorded
Registered
Reserved
Routed
Screened
Set up
Submitted
Updated
Validated
Verified

General Action Verbs

Achieved
Accelerated
Accomplished
Accelerated
Awarded
Brainstormed
Capitalized
Delivered
Empowered
Expanded
Gained
Maximized
Minimized
Networked
Optimized

Positive and Free association words list

Able
Accept
Approve
Agree
Answer
Achieve
Believe
Clean
Connect
Couple
Choice
Change
Companion
Complete
Creative
Direct
Discover
Dependable
Delivered
Diversified
Easy
Exciting
Express
Expand
Energetic
Experience
Exceeded
Fit
Free
Flexible
Green
Grow
Give
Good
Glad
Here
Hardworking
Helped
Idea
Increase
Imaginative
Innovative
Improved
Identified
Journey

Kind
Leader
Motivate
Nature
Organized
Open
On time
Positive
Participate
Pioneered
Produced
Ready
Reward
Reliable
Relationship
Reduce
Resolve
Restore
Succeed
Surpass
See
Simple
Strong
Secure
Sustain
Savings
Team
Thankful
Transformed
Up
Vision
Value
Volunteer
Voyage
Whole
Welcome
Well
Won
Willing
Yes

