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RESUME WRITING & CAREER COACHING

- Simplifying resume writing
- Tricks from HR
- Words to use & NOT use
- Making a big career move?
- When fear takes over
- Sample resumes

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RESUME AND COVER LETTER MATERIALS AND TOOLS

Contents

1. Employer Research Worksheet
2. Resume Writing Outlines
3. List of Action Words
4. Sample Resumes
5. Linked In
6. The Job Search



Resume and Interviewing

Employer Research Worksheet

Name of Company: _____

Website: _____

What products/services does the company provide?

What is the mission statement of the company?

Who is the head of the company?

What do you know about him or her?

Where is the company's headquarters?

How many locations does the company have?

What is the corporate culture of the company?

What is the reputation of the company?

What awards or recognitions have they received?

What are the company's plans for the future?

Company
strengths/weakness/challenges

What projects/divisions of the company interest you and why?

Why I am interested in working for this company.



My Resume Writing Outline

Type of position I am applying for: _____

Contact Information:

- Street Address (Including city, state, zip code)
- PO Box (Including city, state and zip code)
- Home telephone number (with area code)
- Mobile telephone number (with area code)
- Job-search email address (Webpage/Linked in account)
- Availability for relocation
- Availability for travel

Summary Statement:

Job Title	Degrees/certifications/licenses/endorsements
Important Skills	Language skills
Industry	Management style
Years of Experience	Accomplishments

My Summary Statement: _____

Skills Summary:

List skills that most relate to the job target, Easy-to-read format (i.e columns), Include 9-15 skills

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15



Experience:

- Full/part time employment
- Paid/unpaid externships
- Volunteer Work
- Temporary

positions

Job Title: _____ Employer/Organization: _____

Location (city, state): _____ Dates: _____

Duties and Accomplishments (Don't forget to add action verbs and numbers): _____

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Location (city, state): _____ Dates: _____

Duties and Accomplishments (Don't forget to add action verbs and numbers): _____

Education:

Formal Education

Certifications

Licenses

Military training

On-the-job Training

In-service Classes

Specialized training

Certifications

Workshop

Training Type: _____

Field of Study: _____

Institution/Location: _____

Dates: _____

GPA: _____

Courses/Accomplishments/Honors: _____

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Institution/Location: _____

Dates: _____

GPA: _____

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Dates: _____

GPA: _____


Courses/Accomplishments/Honors: _____



Other Sections:

Licenses:	
Affiliation:	
Volunteer Experience:	
Honors awards and Recognitions:	
Professional Development:	
Personal Endorsements:	



- 
- o act/perform
 - o adapt to situation
 - o advise people
 - o analyze data
 - o anticipate problems
 - o appraise service
 - o arrange functions
 - o assemble products
 - o assess situations
 - o audit records
 - o budget money
 - o buy products/services
 - o calculate numbers
 - o chart information
 - o check for accuracy
 - o classify information
 - o collect money
 - o communicate
 - o compare data
 - o compile statistics
 - o compute data
 - o conceptualize
 - o confront others
 - o construct buildings
 - o consult w/others
 - o contact others
 - o control costs
 - o control people
 - o control situations
 - o converse w/ others
 - o coordinate activities
 - o copy information
 - o correspond w/ others
 - o customer service
 - o create
 - o data entry
 - o delegate
 - o detail oriented
 - o develop
 - o develop policy
 - o direct others
 - o dispense information
 - o distribute
 - o draft
 - o edit
 - o encourage
 - o enforce

- o estimate
- o evaluate
- o examine
- o exchange
- o exhibit
- o expand
- o expedite
- o explain
- o explore
- o facilitate meetings
- o file records
- o find information
- o fix/repair
- o follow directions
- o follow through
- o fundraising
- o gather information
- o gather materials
- o guide/lead
- o handle complaints
- o handle equipment
- o handle money
- o help people
- o identify solutions
- o illustrate
- o implement
- o improve
- o improvise
- o inform people
- o initiate actions
- o inspect products
- o install
- o instruct
- o interpret data
- o interview people
- o inventory
- o investigate
- o lead people
- o learn quickly
- o lift
- o listen
- o locate information
- o make decisions
- o manage a business
- o manage people
- o manage projects
- o measure boundaries
- o mediate problems
- o meet deadlines

- o meet the public
- o memorize information
- o mentor others
- o monitor progress
- o motivate others
- o move materials
- o negotiate
- o nurture
- o observe
- o operate equipment
- o order goods/supplies
- o organize data
- o organize people
- o organize tasks
- o own/operate business
- o perceive needs
- o persuade others
- o plan
- o prepare materials
- o precision work
- o process information
- o process materials
- o program
- o promote
- o public relations
- o recommend
- o recruit people
- o reduce costs
- o refer people
- o rehabilitate people
- o remember information
- o report information
- o research

- o resolve problems
- o responsible
- o retrieve information
- o review
- o schedule
- o sell
- o set goals/objectives
- o signal
- o solve problems
- o speak in public
- o supervise
- o support
- o survey
- o tabulate
- o take instructions

- o technical writing
- o think ahead
- o think logically
- o track
- o tracking information
- o train/teach
- o translate
- o travel
- o troubleshoot
- o type
- o understand
- o unite people
- o update information
- o upgrade
- o use hands/eye coord
- o use words correctly
- o verify
- o visualize
- o volunteer
- o work quickly
- o write procedures
- o write promo material
- o write proposals
- o write reports



