

The image features a 3D-rendered puzzle with one piece missing. The puzzle pieces are white with a slight shadow, giving them a three-dimensional appearance. The missing piece is in the center, revealing a dark red surface underneath. The puzzle is set against a dark, almost black background. On the right side of the image, there is a dark grey vertical bar containing white text.

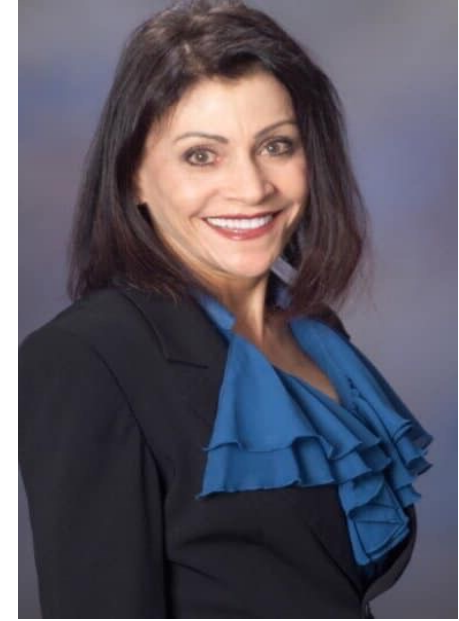
The Resume

**A CRITICAL PART
OF THE CAREER
PUZZLE.**



**A successful career transition
and/or a career journey is often
the result of a marketing tool
such as the resume.**





**Hi, I am Patricia Leonard, an
Inspirational Speaker and a Leadership
and Empowerment Coach. I have
designed this *'Do It Yourself'* Resume
Workshop because:**

**I BELIEVE THE MOST AUTHENTIC RESUMES CAN BE
CREATED BY THE INDIVIDUAL THEMSELVES.**

**I BELIEVE A STEP-BY-STEP PROCESS MAKES IS POSSIBLE
FOR EVERYONE TO CREATE AN EXCELLENT RESUME.**



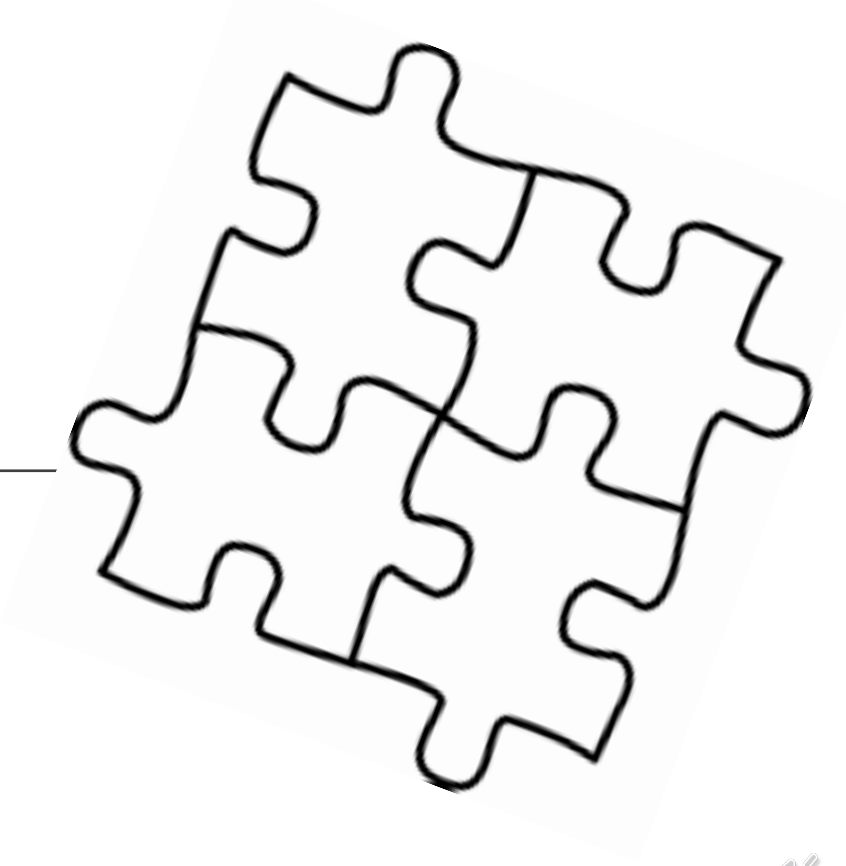


**AND YES, YOU CAN CREATE
THE RESUME YOURSELF BY
FOLLOWING THIS..**

**STEP-BY-STEP GUIDE TO FORMATTING
YOUR 'STATE-OF-THE-ART' RESUME.**



Let's get started putting the puzzle pieces together piece-by-piece.





FIRST WHAT IS A RESUME ?

THE RESUME IS A DOCUMENT
OUTLINING YOUR CAREER
EXPERIENCES, SKILLS AND
ACCOMPLISHMENTS

... A Professional Introduction

... The Brief of Your Career History



HERE IS WHAT WE WILL COVER

- Resume Types
- Values Of A Resume
- What A Resume Is Not
- PDF & Word Documents
- Parts Of The Resume
- Options/Choices



RESUME TYPES

Functional and Chronological Resume

The Functional Resume is less popular in the present marketplace. It is designed to emphasize the qualifications of an individual with less focus on the dates or place of employment .

The Chronological Resume is an outline of work history in reverse order; starting with the most recent position first. It shows employer, job title, areas of responsibility and accomplishments. This format is the most accepted as it gives the recruiter or hiring manager a quick view of the job seeker's most recent experience first.



THE VALUES OF A RESUME



A resume is a job seekers introduction of who they are and what they have to offer.

The resume is a document highlighting a job seekers career journey and responsibilities.

The professionalism of a job seeker is judged by the resume format, grammar, spelling, neatness and content flow.

The resume reflects potential areas of contribution the job seeker could offer a company.

The resume serves as an excellent resource during the interview.



THE RESUME IS NOT...

A resume is not a document for inserting words that match a specific job posting.

A resume is not a list of job responsibilities with nothing about specific accomplishments delivered.

A resume is not the entire book of the job responsibilities; but the cliff notes. Two pages are the appropriate length.

A resume is not loaded with a bunch of fluffy or overused words adding little value, such as; multi-tasker, quick-learner, good listener, self-starter, motivated, determined, hard worker, loyal, etc. *(Organizations don't pay for those adjectives, they are expected from the job seeker).*



PDF & Word Documents

Have a copy of both in your career file folder.

The WORD document is for you to make changes and updates to your resume as you have career changes.

The PDF is to be used anytime you share your resume with another, upload to LinkedIn or apply to a job online. Format will not be distorted.



PARTS OF THE RESUME

Heading

Summary

Employment History

Education

Certifications/Affiliations/Licenses

Specialty (Language/Military/Other)

Other Categories (Volunteering,
Published Articles, etc.)

NAME

City State Zip

Phone, Email, LinkedIn Address

SUMMARY

(Specific skills, areas of expertise, key areas of strengths, professional commitments, etc.)

PROFESSIONAL EXPERIENCE

Company, City, State

Year-Year

Job Title and Responsibilities

EDUCATION

LANGUAGE

MILITARY

OTHER CATEGORIES



LET'S GET STARTED





Next Steps...

Complete Your Resume Sections

- Heading
- Summary
- Employment History
- Education
- Certification/Affiliations/Licenses
- Specialty Areas (Languages/Military/Other)
- Other Categories (Volunteering, Published Articles, Etc.)



RESUME HEADING

- **No Street Address**
- **City, State & Zip Code**
- **Phone Number**
- **Email**
- **Website**
- **LinkedIn Address**

JANE JONES

CITY, STATE, ZIP CODE

615-111-000

jane@janejones.net

www.janejones.net

www.linkedin.com/in/janejones



RESUME SUMMARY

- A concise paragraph summarizing all your career experiences, skills, personal attributes, areas of expertise and accomplishments that market you and will introduce your value to a recruiter or hiring professional.

SUMMARY *(an example)*

Senior Human Resource and Corporate Training Professional with expertise in executive and staff coaching, leadership development, business consulting and designing and facilitating training programs. A leader with proven success in department management, organization change and new business startup efforts. Highly effective in strategic planning, project execution and building collaborative environments. A strategic visionary focused on mission, profitability and quality.



SUMMARY *(more examples)*

Results-focused professional with background in project leadership, business management and administrative support functions. Experience in customer service, negotiating contracts, and coaching and training associates. A team member committed to quality, efficiency and building productive relationships. Expertise in computer and web site operation.



SUMMARY *(more examples)*

A bilingual professional with career experience in staff management, project leadership and individual and family counseling. Effective in building relationships and creating collaborative teams focused on win/win outcomes. Expertise in interviewing, onboarding and developing staff for operational effectiveness. A leader committed to ensuring timely delivery and quality results. Recognized as an effective communicator and a cheerleader for encouraging and motivating others.



SUMMARY *(more examples)*

A team associate with background in the warehousing, manufacturing and retail industries. Strengths in inventory control, computer operation and customer service. A leader focused on reducing operating costs by improving processes and being an effective team player. Respected by management and peers.



SUMMARY *(more examples)*

An Administrative Professional with extensive background in office management, event coordination, and client relations. Expertise in budget execution, computer operation and business prospect researching. A leader with a commitment to improving the overall effectiveness of an operation and creating a supportive teamwork culture. Respected by management and peers.



EXPAND YOUR SUMMARY WITH ADDITIONAL SKILLS AND COMPETENCIES.

(A layout example is on the next page...)

ADDITIONAL SKILLS MUST BE HIGHLIGHTED AT THE TOP OF THE RESUME AND AS PART OF THE SUMMARY IN ORDER TO BE SEEN. *Below are a few additional skills/competencies you may possess but have not mention earlier in the SUMMARY paragraph.*

Customer Service, Coaching, Training, Sales, Product Launch, Relationship Management, Web Design, Product Delivery, Forklift Driving, Project Leadership, Event/Meeting Planning, Staff Management, Strategic Planning, Purchasing, Finance/Budgeting, Real Estate, Inventory Control, Negotiation, P&L, Mergers, Business Development, Interviewing/Hiring/Onboarding, Quality Assurance, Facilities Management, Analysis, Auditing, Business Startup/Downsizing, Restructuring/Re-engineering, Systems Development/Integration, etc.



CAREER SUMMARY

Senior Human Resource and Corporate Training professional with expertise in executive and staff coaching, leadership development, business consulting and designing and facilitating training. A leader with proven success in department management, organization change and new business startup efforts. Highly effective in strategic planning, project execution and building collaborative environments. An energetic visionary focused on mission, profitability and quality.

- Recruiting/Coaching/Mentoring
- Consultation/Leadership Development
- Diversity/Team Building/Training
- Training Design/Facilitation
- Author/Blogging/Speaking/Performing
- Business/Organization Startup
- Outplacement/Job Search
- Sales and Marketing

PROFESSIONAL EXPERIENCE

Here is a sample of how it would look after adding your additional skills as part of the summary.



RESUME EMPLOYMENT HISTORY

- Layout Sample
- Every bulleted point begins with an action word

PROFESSIONAL EXPERIENCE

Company, City, State **Year-Year**
Job Title

Brief of Job Responsibility (Optional)

- Directed the operation of
- Led a project on
- Researched the market for

Company, City, State **Year-Year**
Job Title

- Managed the operation of
- Responsible for coordinating
- Coached and trained



**Increased, Decreased, Coached, Facilitated, Directed,
Hired, Coordinated, Collaborated, Developed, Planned,
Promoted, Researched, Led, Improved, Budgeted,
Analyzed, Inventoried, Stocked, Administered, Filed,
Prospected, Launched, Negotiated, Designed,
Recommended, Supervised, Contracted, Resolved,
Referred, Entertained, Presented, Performed, Built,
Demonstrated, Billed, Spokesperson, Expedited, Audited,
Implemented, Managed ...**

**SAMPLE ACTION WORDS TO START EACH
BULLETED POINT UNDER JOB RESPONSIBILITIES.**



REMAINING RESUME AREAS...

Education

Certifications

Licenses

Publications

Languages

Military

Volunteering

EDUCATION

In education category put most recent academic information first along with School, City, State.

Bachelor of Science, Psychology, University of Memphis, Memphis, TN *(no date necessary)*

CERTIFICATIONS/LICENSES/AFFILIATIONS

Indicate the certification/license titles and numbers, as appropriate, and if current.

LANGUAGES

Bilingual ability will be noted in the SUMMARY and specific language(s) defined here.

MILITARY

Veteran will be noted in the SUMMARY and specific branch/position(s) here.

VOLUNTEERING

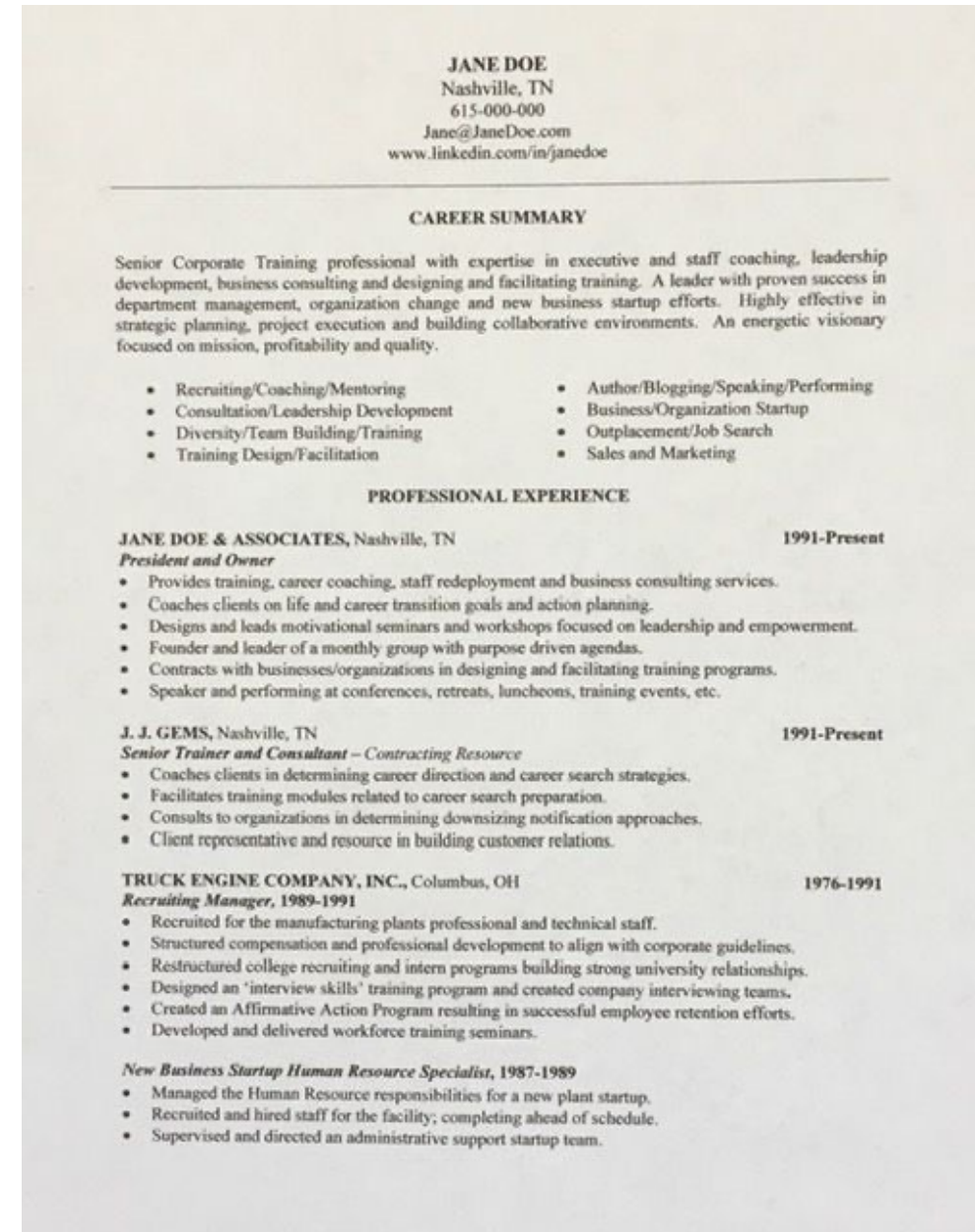
Organizations/ Volunteering Functions



Recommended Resume Format

Page One

This format allows the recruiter/interviewer to get a quick snapshot of the job seeker's experiences and responsibilities.



Recommended Resume Format

Page Two

Be sure to put
name and contact
information on
page two and
continue with
page one format.

JANE DOE

- 2 -

615-000-000 Jane@JaneDoe.com

Outplacement Coach, 1986-1987

- Coached and mentored employees in talent identification and career transition.
- Authored a booklet of available personnel and distributed to hiring companies.
- Designed and delivered Stress Management, Interviewing Skills and Resume Writing classes.
- Directed outplacement center activities.

Personnel Manager, Columbus Operations, 1984-1986

- Streamlined and managed the company's college and professional recruiting process.
- Provided Human Resource support for staff, assembly and machining areas.
- Resolved line operation issues; working with office and manufacturing unions.

Organizational Effectiveness and Training Consultant, 1981-1984

New Business

- Consulted to New Business Management regarding implementation and training needs.
- Directed a 3-day 'New Business Expo' on a budget of \$1,000, with 40 companies exhibiting.

Organizational

- Internal consultant on work design, staff development and team building for plant sites.
- Lead a successful training design effort on a manufacturing line, creating a model for operations development training.

Office Manager, 1979-1981

- Directed a corporate office automation effort and implemented a 'train-the-trainer' program.

Office Supervisor, 1976-1979

- Developed and led the pilot of an office efficiency concept cutting overtime by 50%.

EDUCATION

Martin University, Indianapolis, IN

BS Human Resource Management/Organization Behavior

PROFESSIONAL DEVELOPMENT/CERTIFICATIONS/AFFILIATIONS

- Collaborative Law Skills Workshop-The Institute for Workplace Transition, Louisville, KY - 2016
- Publicizing Your Dream Seminar 'the nuts and bolts of news media exposure', Nashville, TN - 2011
- Certified Outplacement Contracted Consultant - Lee Hecht Harrison, Nashville, TN - Present
- Member Hendersonville and Nashville Chamber of Commerce - 2013-2014
- National Association of Female Executives (NAFE) - Present
- Executive Coaching Qualified - Professional School of Psychology, Sacramento, CA - 2008
- "Achiever's Circle" Small Business Development, Nashville, TN - 2009
- Certified National Guild of Hypnotist, Inc. Nashville, TN - 2006 - Present
- Myers Briggs Temperament Indicator Qualified Professional, Indianapolis, IN - Present
- Integrating the Enneagram Assessment into Your Practice - ICFTN - 2016
- MBA Women International Nashville Member - 2013, 2014, 2015
- ATD-Association of Training Development Member, Nashville, TN - 2015 - Present
- International Coach Federation Tennessee Chapter Board Member/Member - 2015 - Present
- Awarded 'Making a Difference' LHH Career Consultant Recognition - 2015
- Certified 'Confidence Coach' American Confidence Institute - 2015
- Dress for Success Advisory Board Member - 2015 - Present
- Women in Film & Television Nashville Board Director - 2018 - Present
- Improvisation for Coaches Session- 2019



TIPS and REMINDERS...

- **On page 2 add header of name, page number and contact info.**
- **When sharing your resume online be sure to send a PDF copy.**
- **Do not list references on the resume.**
- **Do not use “I” or “me’ in the resume statements.**
- **White resume paper; if paper copy is needed. Font size 12.**
- **If you have a website or title designation; add in the header.**
- **Don’t use abbreviations (e.g., HR for Human Resources) for unique terms or acronyms.**
- **Remember the correct tenses in job responsibility statements.**



BRAVO

**Congratulations, you have completed
your 'state of the art' resume.**



OPTIONS AND CHOICES...

IT IS NOT TOO LATE
TO GET YOUR
RESUME REVIEWED
OR COMPLETELY
DONE BY A CAREER
COACH!

- You can still get your finished resume reviewed by a career coach in a 20-minute session by signing up for that option.
- After signing up for the review session; remember to schedule an available time, too.
- If you decide after all, to have your resume done entirely by a coach; that option is always available.



Thanks

**BEST TO YOU IN
LANDING THE JOB OF
YOUR CHOICE!!!**





Runway to Success

Designed & Developed
by

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www.patricialeonard.net



RESUME WORKSHOP HANDOUTS

- ✓ Resume Sample
- ✓ Resume Template
- ✓ Summary Samples
- ✓ Action Word Samples
- ✓ Skill/Competency Samples