

RESUME REBOOT



**ANTICIPATE, GET READY,
AND GO AFTER THE CHANGE
YOU SEEK.**



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LLC**

This handout is designed to guide you through a resume reboot should you choose to revise it on your own. If not, it will prepare you for your conversation with a career coach like me or whomever you choose to work with. The goal of this documents is to help you get laser focused as you revise the content of your resume.

Dr. Monique C. Johnson
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RESUME DESIGN & REVISION

My goal is to partner with you to help you tell your career story with clarity. That story includes what makes you unique and how you differ from others in your field.

Creating a resume can be overwhelming but it doesn't have to be. Before we have our phone meeting, I'd like you to begin thinking about your experience and expertise so that our conversation will go faster and smoother. I want to be sure we are on the same page. It will help me as I prepare your resume reboot. Please use this handout to record your thoughts, experiences and to jot down any notes you have. The purpose is not to stress you but to prepare you mentally as we reboot your resume, celebrate your wins and explore your wants and needs

Professional Profile/Skills and Summary

Who are you professionally and personally?

What makes you stand out?

How are you unique?

How many years have you been working in your current field?

Describe at least 3 or 4 of your top skills you've acquired in your current role? Highlight soft skills, interpersonal skills, industry specific skills and technical skills.

Are you targeting a specific type of position for your resume? If so, describe it here.

Do you have the necessary skills and experience for the position? If not, what skills do you need?

What skills have you mastered that can be transferred to different fields?

PROFESSIONAL EXPERIENCE

List anywhere from 3-6 areas of expertise that you possess. For example, financial planning, talent acquisition etc.

Keywords and Competencies

List at least five relevant keywords or competencies specific to your field.

Work Experience

Fill in the information requested below for each position. As you describe your role, think about your accomplishments and results using percentages and numbers whenever possible. Show how you have added value and solved problems with every organization. Use action verbs to describe your accomplishments. Don't be afraid to let your light shine here. Grab an extra sheet of paper if you need more space. Don't worry about the exact wording initially, revisit that later.

Name of Employer, City, State
Position (Title)
Length of employment (years only), 1997-2017
Highlight accomplishments and results (a few sentences or bullets)

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This document focuses on the summary and the experience sections of the resume. If you need help completing the other sections or have questions reach out to me at info@drmcjconsulting.com. Your resume should be tailored to the position for which you are applying. You also want to be sure that your resume is a reflection of the job posting. Your skills and talents should match the job description.

I'm here to support, so please don't hesitate to contact me. Your resume reboot is your opportunity to sell yourself. You want to put your gifts and talents to good use doing meaningful work that you enjoy. I look forward to helping you put the finishing touches on your resume.

All The Best,
Monique Johnson



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