KB Expressions
Coaching

Résumé Development Action Plan

☐ **1. Perform an Initial Assessment**

- ☐ How will the résumé be used?
  - College application – which school? what major/area of study?
  - Job application – what company, job title, and industry?
  - Other
- ☐ Existing résumé - Assess strengths and weaknesses
- ☐ No résumé

☐ **2. Gather Content**

- ☐ Complete the skills and interests questionnaire
- ☐ Complete the résumé workbook

☐ **3. Choose a Résumé Format & Template**

- ☐ Chronological, Functional, or Combination (Hybrid)
- ☐ Find a résumé template

☐ **4. Draft Résumé** (tip: Tailor Content for specific use (College application, type of job))

- ☐ Contact Information
- ☐ Craft an objective (summary)
- ☐ Education
- ☐ Experience (work volunteering, projects, etc.)
- ☐ Skills (language, computer, specialized, etc.)
- ☐ Hobbies and interests *(optional)*

☐ **5. Proofread & Revise**

- ☐ Is the information well-organized and easy to read?
- ☐ Do statements start with strong action verbs
- ☐ Does the content communicate information applicable to a college/trade school application or specific job posting/type of work?
- ☐ Look for errors in grammar, spelling, and formatting
  - Tip #1: Read each section backward – right to left, bottom to top
  - Tip #2: Use Grammarly https://www.grammarly.com/

☐ **6. Ask for Feedback**

- ☐ Share with someone to get their input and suggestions on how to improve
- ☐ Revise if needed

ONLINE SUBMISSION TIP

☐ **Verify that the document is Applicant Tracking System (ATS) compliant before you upload.**

- ☐ Save Document the document as a text (.txt) file
- ☐ Open text file in Notepad and review