



#### Exit check

- Do you have: an updated resume and some skills listed on the gaps tracker? If yes → ready for Lesson 3.

### I. Module Title: "Fitness"

#### Lesson 1 – Skills Inventory

Overview of the skills educators possess and how they can be applied in various sectors.

##### Foreword

Your classroom/leadership experience has prepared you with a powerful toolkit. In today's rapidly changing educational landscape, educators possess a wealth of transferable skills that are highly sought after in various sectors beyond traditional classrooms. Understanding and articulating these skills is crucial for those seeking to transition into new roles, particularly in the continually growing realms of education technology, consulting, and other industries.

#### Action 1

##### Sector Fitness Inventory:

- Complete the sector fitness inventory. Review your results.
- Which skills are most transferable?

### Resume Optimization Checklist

#### 1. Format and Layout

- Use a clean, professional design with clear headings.
- Choose a readable font and appropriate font size (10-12 pt).
- Maintain consistent formatting (e.g., bold for headings, same date format).
- Use bullet points for clarity and ease of reading.
- Ensure there is enough white space to make the resume visually appealing.

#### 2. Content Tailoring

- Customize your resume for each job application.
- Use keywords from the job description to match the job requirements.
- Highlight the most relevant experiences and achievements at the top of each section.

#### 3. Professional Summary

- Include a strong professional summary or objective statement at the top.
- Tailor the summary to reflect the specific role and sector you're applying for.
- Keep it concise (2-4 sentences) and impactful.