

RESUME DEVELOPMENT - 5 KEY ELEMENTS

Resume templates are dead - Focus on these key non-negotiable elements to create your YESume.

1

IMPACT

Clear, concise and easy to read name and contact details? Make sure they are not in a textbox or the header. Is your email address professional? Shared your LinkedIn profile URL? Sections clearly defined with headlines? Consistent format; not template-based?

The reader needs to see how you meet their role and what skills/experience match the job needs within a 30secs scan of your first page.

2

HOOK

Targeted headline for the role/job title you are after and a career summary 3-6 lines describing: Who you are, what you specialise in and who you help. The benefits of hiring you based on achievements and/or use quotes from others.

Hook them in by using their job title (advertised role or industry target) to be clear what job you are going for. Then the career statement = (5) Benefits, how your experience matches their needs.

3

KEYWORDS

Approx 9-18 bullet points of key skills highlighting your expertise in that specific field – think technical language, industry lingo. Some will match job vacancy keywords and **must** be adapted for each application or for different industries.

Open 4-5 similar vacant jobs up and you will start to see the same industry keywords or skills needed. These go in a section for the reader to skim – be aware that these words need to be repeated and backed up in the Work History section with stories.

4

STORIES

Your career stories based on achievements, challenges, and a short outline of what you were hired to 'fix' - think of what you did better than others in the same role, how you saved money/time (**never** a laundry list of duties, or what you are expected to do).

Before starting your resume together – sit down and write out your stories, think of challenging days or awesome results. Paint a picture of how many people were involved; quantify results such as money saved/made, time reduced or things improved.

5

BENEFITS

The first section of your resume (the summary) needs to be written last! Adapted to meet each job application's key needs, you're offering them the **sizzle** - what makes you **different** to everyone else who's qualified and can do the job - WHY they need to pick up the phone and call!

Remember the career summary at the start, to hook them in? Look at the job ad of the person they are after and build your summary from there... it may need to be changed for each role.

Resumes have developed so much in the last 5-10 years; have a look what you've been competing against:

<https://careerdirectors.com/learn-grow/awards/toast-of-the-resume-industry-awards-tori/resume-award-winners/>

RESUME TEMPLATE



YESUME

Can you find the 5 key elements in the below resumes?

Curriculum Vitae

Personal Details

Name Celeste Marie Caton

Address 43 Smith Street
Bibra Lake, Western Australia 6163

Telephone (h) 08 84368439
(m) 0436114529

Email just.celeste@hotmail.com

Qualifications/Courses/Training

1985 Commenced Nurse training (hospital based, mental health)
1988 Qualified as a Registered Mental Nurse
1994 ENB 941 care of the Elderly
1996 BA (hons) Degree in health Studies
Teaching and assessing in clinical practice
Mentorship/preceptorship in clinical practice
Management of violence and aggression with use of protective equipment
Psychosocial interventions
Risk management and risk assessment
Use of audit tools
Wound care management
HR Selection and recruiting of staff
HR training in appraisal, performance management and conflict resolution
ED Psych Liaison
OH&S infection control
Child Protection
Suicidal & parasuicidal behaviours
First on scene training
Clinical supervision
Care programme approach-discharge planning
Working with Adult Survivors of childhood sexual abuse
Memorandum of understanding
Seniors first Aid
Conference in Sydney, sharing the lessons learned re clinical handover
TeamSTEPS master training in Washington DC

EMPLOYMENT HISTORY

1985 Gained a post on Ward B2 at Bassetlaw District General Hospital, England. Female only admissions ward for ladies with psychotic illness; for 2 months I got experience working on ward 8B which cared for ladies with anxiety related issues.

1989 Moved to work at Bensham Centre Hospital, Newcastle. Working with mentally disordered offenders. All patients were either category A offenders or had severe behavioural disturbances. Bensham provided the secure environment within which they

Celeste Caton

Project Coordinator - Mental Health
Registered Nurse, APHRA

"Outstanding leadership record... CC makes critical and definitive decisions with immediate consequences." - AK, Divisional Manager

Catapulting under-performing staff to identify service needs, focusing on individual strengths and redirection, resulting in a win-win situation for all.
Establishing positive key stakeholder relationships and an innate understanding of Western Australia's Mental Health Act, to consistently rise to challenges and changes.
Delivering a fresh and responsive approach to recognise and encourage the value of individuals and teams, whilst maintaining sustainable levels of profitability.

EXPERTISE	EDUCATION
<ul style="list-style-type: none"> » Human Resource Management » Information & Advocacy » Case Management Plans » Schizophrenia & Bipolar » Financial Analysis » Crisis, Emergency & Recovery 	<ul style="list-style-type: none"> » Service Planning & Review » Workforce Unification » Regulatory Compliance » Clinical Supervision » Acute Psychosis & PTSD » Complex Clinical Triage
	<p>Registered Mental Health Nurse APHRA Registered</p> <p>Bachelor of Arts (Honours) Degree Health Studies, University of UK</p> <p>Master Trainer TeamSTEPS®</p>

PROFESSIONAL HISTORY

CLINICAL NURSE | TEAM COORDINATOR
Smithton CRC | Clapton Clinic - WA Health, Perth WA **Nov 2006 - Current**

Drove mental health service improvements across clinical administration, trained 40 staff and implemented TeamSTEPS within 38-bed Clapton Clinic as Team Leader | Handpicked to set up and monitor medical paperwork structure for new community rehabilitation centre (CRC) - Smithton CRC as Senior Clinical Nurse.

Developed robust systems to improve client service provision and compliance

CHALLENGES	APPROACH
<p>Clapton Clinic - Role created for total overhaul of work culture and processes due to clinical supervisory changes</p> <p>Smithton CRC - New Recovery model centre development and implementation of medication administration system</p>	<p>Addressed change management within first month of stepping into newly created role, at Australia's first trial clinic as Team Leader - Clapton 3½ years.</p> <ul style="list-style-type: none"> • Brought administration backlog up to date, balanced roster equality, and facilitated reduction and elimination of client seclusion, within two months. • Drove quality accreditation and performance management processes across major reclassification of Registered Nurses (RN) to Clinical Nurses (CN). • Strategically selected key leaders to driving ownership of TeamSTEPS rollout across more than 40 nursing, supervisory, allied health and support staff. <p>Stepped into ground-breaking clinical supervision position at newly opened Community Rehabilitation Centre, based on the recovery model, as Clinical Nurse - Smithton CRC Current.</p> <ul style="list-style-type: none"> • Authored and delivered best practice training of medication administration for 25 staff, including spreadsheet development and half yearly reviews to increase client adherence and risk identification.

LinkedIn profile | celeste.caton@gmail.com | 0436 114 529

Your resume is unique to you – do not copy someone else’s resume because it looks good Use the 5 key elements to avoid having a template. The strategy behind the above Yesume was designed for a specific role that wasn’t advertised (the organisation created a new role based on the expertise shown) and it changed later for a new industry.

Just like your fingerprints, your resume is unique to you and the direction you are currently taking in your career journey. No two resumes should ever look the same!

Your resume has one job, one job only – and that’s not to get a job!

It’s to get the interview... if it’s not working, reach out for some help.