

RESUME WRITING TIPS

4 QUESTIONS TO ANSWER BEFORE YOU BEGIN YOUR CAREER TRANSITION

1. **Decide what style resume you want to create:**
 - a. **Functional**
 - b. **Chronological**
 - c. **Combination resume of both (My personal preference)**

2. **What is the next position you are targeting?**
 - If you are transitioning to a different industry, then it will be less pay. Many hiring managers view you as not having the right kind of experience for their industry, even though your skills are transferrable, and they most likely will reduce your payscale compared to where you are transitioning from.
 - If it's a different type of position i.e. from a power generation technician to a mechanical engineer, then you'll have to realign your resume to the job.
 - **Use this search engine www.careerbuilder.com** to find the title you are looking, the goal is to find the proper language in the job description so that you can cut and paste and adjust the details to support the title you are targeting.

3. **What size a company, what type of company culture, values and drive distance are you willing to adjust to for the next position?**
Interesting article on your next career move -
<https://www.linkedin.com/pulse/caution-how-avoid-wolves-sheeps-clothing-your-next-rodriguez-lion-/>

4. **Know what the competitive payrate is for the position you are moving into.**
(see resources below.) I always recommend a pay increase of at least 15-20% with every move, but sometimes it's not possible. So to get your foot in the door you may have to make a lateral or paycut financial decision to make a move.

5. Write a strong and strategic resume with quantifiable bullets. You'll know you've succeeded by measuring your results, if you are landing 1-3 interviews a week (by phone or in person,) then you are on track to getting your next position.

JOB HUNTING RESOURCES

Self Directed Search

<http://www.self-directed-search.com/>

Ofc: (866) 727-2884

Email: sds@parinc.com

Great resource to discover your next strategic move. The "Self Directed Search" is a personal inventory for less than \$10 to discover your next position. This tool helps you define your passion mixed with your personality and what exactly is your next target position.

This is a great resource for 9th graders through seasoned adults.

Created by John Holland who passed away in 2008

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COLLEGE INTERNATIONAL INTERNSHIPS - <https://www.careerup.com/>

If you need a resume written go there are many resources available online. Costs range \$100-300, it is difficult to find a good resume writer. Beware of organization that control your paid for document, they want to continue to charge you for every change. To convert a pdf into a word document, you will need to purchase pdf Acrobat Pro X.

INSTRUCTIONS ON HOW TO WRITE QUANTIFIABLE BULLETS BY RICK GILLIS

I've known Rick Gillis for 20 years, and he is one of the best authorities on career search, tactics and strategy. <https://www.rickgillis.com/job-search-optimized/>

NOTE: At the bottom of the page are 3 sections to review, this is the most critical part of your resume.

- 1) The Accomplishments – Based Resume
- 2) The Accomplishments Statement
- 3) Rick Gillis Youtube

Step 1

WATCH Rick's videos for self-instruction on how to rewrite a "value added" resume with quantifiable bullets.

What value or monetary value do you bring to an employer, and why should they hire you?

How much money will you make them or save them?

Step 2

- ✓ Once you written your resume, then you're ready to post it on these job boards indeed, monster, career builder, LinkedIn, Indeed, ziprecruiter and so many others. The key is to get your resume exposure as far and wide as you can.
- ✓ **A 2 page resume is accepted and you only have to go back 7 years, recruiters and hiring managers are only interested in recent experience that supports you being hired for their position.**
- ✓ Always update your resume on job boards every 30 days, so recruiters can see that you are a recent job seeker updating your resume, otherwise if it's older than 30 days, then the recruiter may think you are not available anymore.

(I've seen resumes posted on job boards for over 3 months, and as a senior recruiter I always bypass them.)

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ADDITIONAL RESOURCE

Payscale

<https://www.salary.com/salaries/>

Government Agencies

https://www.google.com/search?source=hp&ei=Oo_yXPCYA9H4sqXBgrCIAw&q=government+agencies&oq=government+agencies&gs_l=psy-ab.12..0l10.52355.57195..57517...2.0..0.161.2138.7j13.....0...1..gws-wiz.....6..35i39j0i131.Wm0dc3nn--4 (With Agency Pictures)

<https://www.usa.gov/federal-agencies/>

(The List of all government agencies)

Executive Search Firms

1. <http://i-recruit.com/index.html> - My favorite
2. <http://www.searchfirm.com/>

Great tips about your resume, marketing yourself and getting the job offer

<http://bli-inc.com/candidates#>

Excel Training and other career resources

<https://career-growth.co/Excel-Tutorials/?s=pivot>

Blessings on your strategizing your next step career progression path.

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