



Targeted Resume Development Worksheet

1: Complete CareerWow! Module 8 - Success Database Development

Be sure to complete CareerWow! Module 8, Success Database Development, to provide you with an essential foundation for effective targeted resume development. Once you've defined your next-step career goal, and developed at least 5 success stories (aim for 10!), you'll be prepped to move on. **This is the most important step you can take for resume development, so don't skip it!**

2. Gather Key Data for Your Targeted Resume

- **Your Career Focus:** What position are you aiming for next? Be specific. Your focus will determine the content of your targeted resume.
.....

- **Key Skills for Your Target Position:** What will you spend your time doing most in your target job? List the three key responsibilities below, and make note of a few supporting success stories (from CareerWow! Module 8), providing evidence of your expertise in those areas.

Key Skill #1 / Success Stories.....

Key Skill #2 / Success Stories.....

Key Skill #3 / Success Stories.....

- **Work History:** Employment history may be presented in a variety of ways on a resume. For now, list the basics of your positions in the table below. Document up to 15* years of work history.

Job Title / Years <i>e.g. Customer Service, 2009 - Present</i>	Name of Employer <i>e.g. Platte River Power Authority</i>	Key Duties <i>e.g. Assisting customers, resolving problems, entering data on computer</i>
Most Recent Position		
Next Most Recent Position		
Next Most Recent Position		
Next Most Recent Position		

*Document prior employment if you wish, but in most cases 15 years of history is adequate.

- **Education:** List degrees and training. Noting the year you attained the degree or training is optional.

Degree / Name of Training <i>e.g. B.S. Sociology</i>	Educational Institution <i>e.g. Colorado State University</i>	Relevant Coursework* <i>e.g. Assisting customers, resolving problems, entering data on computer</i>

*Note specific classes or training that are especially relevant to your Career Focus (noted above).

3. Decide on the Resume Format that Best Supports Your Career Goal

- **A chronological format works best if you're aiming for a similar or step-up position within your current line of work.** For example, if you work as a marketing specialist now, and are aiming for a step-up position as a marketing manager, a chronological format makes sense.*
- **A functional format is a good choice if you're making a career shift, or if you're just entering a career field.** For instance, if you're moving from a job in accounting to a new position in sales, chances are a functional format* will be the most effective format for you.

*Please check out examples of these resume formats provided in this packet. Please also note that there are many ways to structure a resume. These are provided only as samples.

4. Develop Your Resume Document

- **Incorporate the Key Data you documented in Step 2 with the resume format you've chosen (Step 3) and create a resume draft.** If wording your content, or formatting documents, isn't one of your strengths, ask someone with this talent to edit and structure your resume document for you.
- **Whenever possible, include resume content that provides concrete evidence of your expertise.** For example, if you are emphasizing your manufacturing quality background, note proof of your success, with a statement like, *"Maintained a quality production rating of 98.3/100 or higher for 3 consecutive years."* CareerWow! Module 8 can help you identify and document these successes.
- **Determine the number of pages for your resume based on your content and career goal.** For positions requiring 5 or more years of experience, a 2-page resume is acceptable. For entry-level positions, a 1-page resume is usually adequate. *Regardless of the length, be sure that the bulk of your content is highly relevant to the position you're targeting.*
- **Keep in mind that your targeted resume should present a picture of where you're going in your career, rather than simply document where you've already been.** Keep your next-step career goal in mind, and ask yourself this question every time you consider including a piece of data in your resume: *"Is this detail clearly relevant to my career goal?"*
- **Consider having a resume professional review and polish your documents.** Most people aren't resume-writing experts...yet an expertly-written resume can be one of your strongest career tools. For a reasonable fee, a nationally-certified resume writer can review and polish your resume, increasing its effectiveness.

CHRONOLOGICAL RESUME FORMAT EXAMPLE

JOHN G. DOE

2714 Street Name, City, ST 8052X • (970) XXX-XXXX • [Emailaddress/LinkedIn Address](#)

Mechanic

Analytical, punctual, hardworking professional with a proven track record of successfully resolving problems and increasing productivity. Conscientious, skilled builder with expertise in assembly, automotive, airplane, and machine repair. Inspect equipment and ensure products and components are correctly assembled the first time. Able to follow blueprints and wiring diagrams. Own complete set of tools.

PROFESSIONAL EXPERIENCE

Mechanic / Contractor, ZYX Company, 2009 – present

- Help customers with interior repairs and installations such as dishwashers, shower stalls, toilets, and cabinets. Assist with painting, electrical, landscaping, and fencing maintenance.
- Diagnose, tune up, and detail all types of vehicles with an aptitude for mechanical systems.
- Purchase necessary parts, estimate projects, and stay within budget.

Technician, Advanced Electric, 2008

- Worked in clean shop environment building power supplies for the creation of computer chips. Trained in microscopic soldering.
- Followed computerized instructions to make \$20K to \$50K boxes that converted solar energy into useable power source.

Assembly Mechanic, Proven Manufacturing Technology, CO 2004 – 2008

- Assembled machinery, ran the assembly shop for 2 years, and supervised a small staff.
- Made palletizers and bottling equipment for household names Cool Whip, Gatorade, Pepsi, and others. Built the equipment to bottle 40K bottles 24/7 for Gatorade facility in Texas.
- Constructed equipment pieces. Ordered supplies, designed crates, and loaded trucks for cross-country deliveries. Completed large-budget project in 3 weeks.

Maintenance / Mechanic Contractor, Automotive Specialists, 2001 – 2004

- Diagnosed and repaired older vehicles in partnership with body mechanic. Bought trucks slated for scrap and rebuilt them; sold 6 to 10 weekly for \$2K to \$3K.
- Fulfilled major repair and repainting requests from customers.

EDUCATION

Studied at Texas Aero Tech and Wabaunsee Community College

Avian Mechanic License certificate #XXXXX, March 2010

United States Air Force, Sergeant

FUNCTIONAL RESUME FORMAT EXAMPLE

Cynthia A. Jobseeker

Address
City, CO 8052X

(720) XXX-XXXX
[Email Address / LinkedIn Address](#)

Executive Assistant

Organized, upbeat team member with a proven track record of improving customer relations and organizational capabilities. Motivated and honest with hands-on business experience and a strong sales background. Adept at scheduling, arranging travel, and answering phone calls in professional, friendly manner. Supervise, hire, and train employees. Oversee inventory including ordering, tracking, replenishing, and back orders. Build customer rapport in order to engage and assist customers. Follow up with all queries and glean information.

PROFESSIONAL EXPERIENCE

- | | |
|---|-------------|
| Support Staff , SWEET'S DEPARTMENT STORE | 2008 – 2012 |
| <i>Employee of the Month & District Sales Award, 2009</i> | |
| Customer Service / Waitress , YUMMY'S CAFÉ | 2005 – 2007 |

People & Communication Skills

Handle correspondence and package services with all major shipping companies.

- ✓ Screen telephone calls and requests. Make appointments and follow up with customers.

Wrote marketing copy to advertise downtown businesses to restaurant patrons.

- ✓ Helped upward of 25 customers daily during peak times at home furnishings store. Assisted several repeat customers. Met or exceeded \$12K weekly sales quota through engaging and assisting customers and developing rapport.

Earned Employee of the Month and recognized for the highest percent over sales in the district by achieving 25% over quota in 2009.

- ✓ Kept sales area clean and well organized. Greeted customers, and set up and managed public space, to create a welcoming environment.

Organizational & Financial Expertise

Able to stock and replenish inventory items, make purchases, and work with.

- ✓ Coordinate personal and business schedules. Arrange logistics such as travel, catering, hiring entertainers, and renting facilities. Schedule employee shifts and leaves.
- ✓ Possess expertise in small business oversight and book keeping. Tracked bills, made deposits, and balanced books to meet expenses on time for a profitable restaurant.

EDUCATION

Bachelors Studies at Kansas University

Software: Microsoft Office Suite and order / purchasing system Storis