

SUCCESS+

RESUME BUILDER KIT



Questions To Jump-Start Your Job Search

1. What are your top three career goals?

Secure a _____ position in the _____ industry within the next _____ years.

Develop expertise in _____

What would you like to accomplish in this role? *Example: Lead a successful team to achieve significant sales results.*

2. Describe a challenge you overcame. What did you learn?

Challenge	Developed _____ skills
Solution	

3. What are you most proud of achieving?

Successfully _____ a _____ that _____ .

4. Skill Scavenger Hunt

List skills used in past roles.

5. Skill Match Game

Connect skills to jobs.

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6. Turn duties into achievements.

Example: "Managed a team of five." → "Led a team of five to exceed sales targets by 15%."

7. What are the core values you look for in a job?

8. What truly motivates you in your career?

Building out your resume is a combination of the answers above.

Basic structure:

Header

Free templates are available through Google Docs, Word, Adobe, Canva, and more!

A **header** tops the page with your name, contact information (phone, email), and professional title.

Summary/Objective Statement

Next is the **summary** or **objective statement**. This section highlights your key skills, experiences, and career goals. [Question 1 can help you get started here.](#)

Experience

Following is the **experience** section, where you'll list relevant past jobs, including company name, job title, dates of employment, accomplishments, and skills obtained. These should be listed in order, with the most recent position first. [Use questions 2, 3, and 6 to gain insight into how to explain each job, how they contribute to your abilities today, and your potential for the role.](#)

Education

Education is a simple section. This area should include degrees, institutions, and graduation dates.

Skills

As recruiters and hiring managers scour your resume, they will hone in on your **skills** section. This is where you spell out just what you bring to the table in a bulleted list. [Numbers 4 and 5 can come in handy for this part.](#)



Tailor For Each Job Description

One Resume Does Not Fit All.

If you're going after multiple jobs in the same industry, it may seem advantageous to use the same resume across the board.

However, the more you can tailor your resume to fit the job description, the higher your chances of getting that interview. This boils down to adjusting the key words throughout your resume.

You may want to change your professional title, skills, or details of your work experience. Many recruiting systems are using artificial intelligence-based programs to sort through their applicants.

It may be a lot to consider, but the job market is more competitive than ever, and this proactive approach keeps you in the game.

It's also important to consider the aesthetics of the final product. A bank might be less likely to hire someone with an overly creative style, but it could be just what a hip new ad agency is looking for.



Resume Checklist

Formatting

- ☐ Is the layout clean, organized, and easy to read?
- ☐ Are fonts and font sizes consistent and professional?
- ☐ Is there enough white space to make the document visually appealing?

Grammar

- ☐ Are there any spelling or grammatical errors?
- ☐ Have you proofread multiple times?
- ☐ Has someone else reviewed it?

Clarity

- ☐ Is your information presented in a concise and understandable manner?
- ☐ Are your accomplishments and skills clearly highlighted?

Tailoring

- ☐ Have you included relevant skills and experience key words from the job descriptions you're targeting?
- ☐ Are these key words naturally integrated into your resume content?
- ☐ Have you customized your resume for each specific job application?



Online Presence Tips

- Create a strong LinkedIn profile that showcases your skills and experience.
 - Be thorough when you fill out the details. Use relevant key words related to your industry and desired job titles throughout your profile. Before many recruiters see your resume, they see a snapshot of your profile. Make sure it's selling you the best it can. [Questions 7 and 8 can help here.](#)
 - Make sure your photo is professional and makes you look approachable.
 - Think about ways to incorporate your branding into the banner and other elements of your profile.
 - Ask colleagues and past employers to write recommendations for you.
 - Join relevant groups to connect with professionals in your industry and share insights.
- Be mindful of your overall online presence and activity on social media.
- Use a professional email address that includes your name.
- Include a professional email signature with name, title, company, contact information, and a link to your website or LinkedIn profile.
- Be consistent with your online brand across all platforms.
- Build a personal website or portfolio to display your work. (There are many free options available.)



Interview Prep

Before The Interview

- Research the company and the position thoroughly. Take notes.
- Dress professionally.
- Arrive early. Ensure you know how to get to the interview location and allow extra time for unexpected delays.

During The Interview

- Greet the interviewer with a firm handshake and a friendly smile.
- Maintain good eye contact.
- Speak clearly and confidently.
- Pay attention to the interviewer's questions and respond thoughtfully.
- Relate your experiences to the job's specific requirements.
- Show your genuine interest in the position and the company.
- Demonstrate your knowledge and preparation.

After The Interview

- Send a thank-you note expressing your gratitude for the interview, reiterating your interest in the position.
 - Send within 24 hours of the interview.
 - Mention something specific from the interview, such as a shared interest or a particular project discussed.
 - Sincerely thank the interviewer for their time and consideration.
 - Reaffirm your interest in the position and how your skills align with the company's goals.
 - Briefly summarize the key qualifications or experiences you discussed during the interview that make you a good fit for the role.
 - Use professional language and avoid overly casual expressions.
- Follow up if you haven't heard back after one week.

For video interviews

Check your audio:

Ensure your microphone is working properly and that there is no background noise.

Position yourself facing a window or light source:

Avoid sitting with the light source behind you, as this can create a silhouette effect.

Sit about 2-3 feet away from the camera:

Avoid sitting too close, as it can distort your features.

Practice using the video platform:

Familiarize yourself with the platform's features, such as muting and sharing your screen.

Choose a plain background:

Avoid cluttered or messy backgrounds that can be distracting.

Raise your computer to eye level:

This helps maintain natural eye contact with the camera and creates a more flattering angle. Avoid looking up at the camera, as it can make you appear less confident. Use books, boxes, or a laptop stand to achieve the desired height.

Common Interview Questions

1. Describe a time when you had to deal with a difficult coworker.
2. Tell me about a time when you faced a challenging deadline.
3. Can you share an example of a time when you had to make a difficult decision?
4. What is your experience with [relevant software or technology]?
5. Can you explain how [technical concept] works?
6. How would you solve [specific problem]?
7. How would you handle a situation when a customer is dissatisfied with our product?
8. If you were faced with a tight deadline and limited resources, how would you prioritize your tasks?
9. Why are you interested in this position?
10. What do you know about our company?
11. What are your career goals?
12. What are your strengths and weaknesses?

Insightful Questions To Ask the Interviewer

1. What are some of the most challenging or rewarding projects the team has worked on recently?
2. What are the key performance indicators for this role, and how are they measured?
3. What advice would you give to someone starting in this role?

