

Step by Step Resume Writing Guide (Version 4)



Step 1: Write in Your Name and Contact Info

1. Start by opening the appropriate Eazl template with your preferred word processing software. Both MS Word and Google Docs work well, but when you use the Google Docs template, you'll get multiple *additional benefits*:
 - a. easy shareability
 - b. a resume designed to be viewed on a mobile device
 - c. easy export to PDF and/or .docx format when needed
2. Save your resume with the first letter of your first name and your full last name, plus the word "Resume". Here's an example for Davis Jones:
DJones Resume
3. Write in your name, credentials (if applicable), and contact information.¹
4. Hyperlink your email address and LinkedIn profile (if you have one) on your resume.

Step 2: Build Your Big Six Skills™

1. Find 2-3 job descriptions for the kind of job you want.
2. Identify 4-6 skills that are desired for this type of role by reverse engineering what is demanded on the job descriptions you've found. Remember that skills listed higher in the job description are higher priority skills for the employer.
3. Blend those skills with your personal specialities and/or interests to create your Big Six Skills™. You can modify the phrasing of these skills later.

¹ If you have an especially long name or email address, you may have to shrink the default font size to 11 or 11.5.

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Step 3: Enter in Your Job Titles, Dates, and Organization Names

1. If possible, hyperlink each organization name on your resume to their website.
2. If you were promoted within the same organization or if you have a cluster of consulting / temporary roles, group those under one header. Refer to the Eazl videos for help.

Step 4: Describe Each Organization

Focus on including the size of the organization (in terms of employees and/or revenues or funding), major brands (e.g. partners, customers, or suppliers), and details that will help the reader visualize what the organization does. One trick is to reflect on the journalistic questions (e.g. “who” “what” “where” etc.). If you need to make estimates, that’s okay. Use tilde (~) to indicate approximations (for example, ~2500 employees). Use hyperlinks where appropriate.

Step 5: Describe Each Job Role Generally

Very generally describe what your responsibilities or functions were in each role. If possible, use it as an opportunity to show that you were performing duties that will help you do the target job better. If you need ideas, search for job descriptions of each job title and see how organizations tend to describe that role. Save the high-impact details for the body bullet points.

Step 6: Integrate Powerful Body Bullet Points

Remember, you build trust with brands, quantities, and details.

1. Build 1-3 bullet points for each role (if you were at one position for a very long time then additional bullet points are okay). Base each bullet point on one of your Big Six Skills™ and prioritize higher-priority bullet points under each position.
2. Ideally, you want to use each one of the Big Six Skills™ in *some place* on

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your resume, but if you can't then that's okay. You *definitely need to show the highest priority of the Big Six Skills™ somewhere on your resume*, so use the videos on finding transferable skills to help you with that if examples don't immediately come to mind.

3. Polish up the bullet points by using the Power Language Tool (you can find this as an additional course resource).

Step 7: Build in Education and Extras

1. Use the format provided in the templates for the education section and decide whether you feel that your volunteerism history or your history of doing relevant projects is a good thing to support your case as a candidate. If they're not relevant to the job to which you're applying, we'd suggest you leave those sections out.

Important: Make sure you remove the “(4 maximum)” instructional note next to the “Additional professional development” sub-section.

2. Decide what to include under the “Other Relevant Information” section. Make sure you focus on keeping this section *relevant to the position* you're targeting. Remember—your resume **isn't** a place to tell your life story. It's a tool that you're creating to help you unlock doors to your future.

Step 8: Write a Smart Summary

Use the structure provided to build your summary. The “Skills Summation” words should be very general words that get your reader's brain ready to understand how you're a good candidate for the position. For example “financial professional” or “fundraising expert” are the kinds of phrases you want to include here. Follow the rest of the schematic provided in the templates and integrate keywords into your summary if you're applying to a large organization.

Step 9: Proofread, Polish, and Hyperlink

1. Make sure there are zero mistakes in your resume and that your contact

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email address is professional.

2. Hyperlink where appropriate (e.g. LinkedIn URL, links to employers or clients, university pages, certificates links, volunteer organizations).
3. Use the Anti Robot Protocol (ARP) here to optimize your resume if you're applying to a large organization.
4. Ensure your document outline displays only your resume's sections and sub-sections correctly (if using Google Docs). See Figure 1.

NAME NAME, EXTRAS email...

PROFESSIONAL SUMMARY

PROFESSIONAL SKILLS AND IN...

EDUCATION

PROFESSIONAL SKILLS DEMO...

ORGANIZATION NAME Date ...

ORGANIZATION NAME Date ...

ORGANIZATION NAME Date ...

STUDENT LIFE AND VOLUNTEE...

RELEVANT PROJECTS

OTHER RELEVANT INFORMATI...

Figure 1

Step 10: Make it Shareable

1. If you've written your resume using Google Docs, click on the "Share" button in the upper-right-hand corner, then click "Change to anyone with the link". The sharing settings should now say "Anyone on the internet with this link can view".
2. Get an account with a free link-shortening service like [Rebrand.ly](#).
3. Go back to your resume on Google Docs, click "Share", and in the "Get link" section, click "Copy link".
4. Go back to the link-shortening service from step 3 and shorten the link to your resume on Google Docs. **Make the short link something simple and professional, like:** [rebrand.ly/amandarossresume](#)
5. When needed, download your resume as a PDF or .docx file by selecting File > Download (if using Google Docs).