# LAKRISHADAVIS

# PROFESSIONAL
# RESUME
## TEMPLATE BUNDLE

# Let's revamp your resume

Your resume is such a financially important document. If does not work, neither will you.

You must direct **full** attention into crafting a targeted and highly competitive resume. Not only does your resume help you stand out from the competition; however, the process of constructing your resume also prepares you for future interview questions.

The enclosed resume templates will help you to create a resume that tells a story for your target position(s), and render your credentials more discoverable by hiring managers in Applicant Tracking Systems (ATS).

# Let's revamp your resume

**Before constructing your resume, you first need to take a few preliminary actions, including:**

•    Define your target industry sector (not job function - e.g. Finance, Tech, or Hospitality).

•    Identify your 1-3 target role(s) for your desired industry - i.e. Project Manager, HR Manager, or Business Development Manager.

•    Conduct research on your targeted role(s). Collect job listings and/or resumes of people already working in the industry. Study them, as they will show you the way employers **think about**, **prioritize** and **describe** your target position(s).

•    Go back and look at your own history - and pull out experiences that best reflect you can do that job, including technical and soft skill-sets.

# Creating Your Section Headings

## Contact Information:

First & last name
City & State
Phone Number
Email
LinkedIn Profile URL

## Target Position:

State your target position (i.e. "**Certified IT Project Manager"**) and a brand statement so that your career intent is clearly identifiable.

## Profile Summary:

A Profile Summary comprises of 3-5 value-based sentences of the value that you can add to an organization.

**Sentence 1**: State your target position and industry expertise; number of years of working experience; and cite your core functions.

**Sentences 2-3**: These are your "impact statements."

In summary, they tell your reader, "if you hire me, I can/will..." These are the specific results that you can bring to a company based on their needs.

(For example, improving customer experiences, enhancing operational efficiency or processes, and increasing team collaboration)

**Sentence 4**: Highlight your soft and transferable skills, like problem solving and analytical thinking, for instance.

**Sentence 5**: Discuss your leadership and/or collaboration skills. You can also discuss your relationship and interpersonal abilities.

## Core Competencies:

What are the major buzzwords or keywords in your industry that hiring managers search for the database of resumes? Make sure that you familiarize yourself with these words and list at least between 10-12 competencies on your resume.

Using a Core Competencies or Expertise section, you get to highlight core skills that won't fit in the body of your resume. You can also repeat these keywords in the context of each job to further increase your visibility in the search database.

Also, technological competence will help you get ahead. Depending on your skills, you might want to consider creating a separate section for technological competencies.

## Professional Experience:

You increase your chances of job search success by laser focusing your resume on the target job description at hand.

**Note:** Companies really don't care about everything you've ever done in your career; they simply want to know if you can do their job.

As a rule, stick with job experience that directly relates or is transferable to the target job, and leave all that other stuff off.

Focus on career accomplishments as much as possible.

We can easily quantify time, money, percentages. The non-quantifiable achievements? Utilize the PAR Method:

**[P]roblem: Define a responsibility or issue at work**
**[A]ction: Discuss how you addressed the problem**
**[R]esults: Identify the outcome of that action**

Ask yourself...

Did I get promoted?
Did I receive any awards?
Did I create an efficiency or revamp a process?
Did I exceed my goals often? Did leadership select me to assist in a special project?

# Creating Your Section Headings

**Additional Experience:**

In this section, you can state additional relevant experiences—listing only title and organization only. When you think of this section, picture relevant work experience dated past 10-12 years, volunteer work, professional associations, internships and other experience you'd like to reserve as talking points for interviews.

**Education:**

List your education and training under this section.

**In order to get the best return, you must fully invest yourself into crafting a resume that: (1) targets a particular role, (2) tells a story and (3) is highly discoverable by hiring managers in the search database. By using these templates, you are guaranteed to accomplish each of these items.**

Thank you again for your business!

DOWNLOAD YOUR TEMPLATES