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.

So, you must put your full attention into crafting a competitive resume. Not only does your resume help you stand out from the competition. But, the process of constructing your resume also prepares you for future interview questions you'll get asked about your target job roles too.

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

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

• Define your target industry (e.g. Finance, Tech, Hospitality).

• Identify the role(s) you want to target within your desired industry. Here are some examples: Project Manager, HR Manager, or Business Development Executive.

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

• Go back and look at your own history - and pull out experiences that best reflect you can do that job.

Creating Your Section Headings

Contact Information:

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

Target Position + Brand Statement:

State a target position (i.e. "Human Resources Professional") as well as a brand statement so that your career intent is clearly identifiable.

Your brand statement gives focus to your resume and lets readers know what they can expect. Make sure that your message supports the brand you're presenting. See the example below:

Project Manager | Campaign Management & Special Projects
11+ years of experience in campaign management, project budgeting and cost control, and team leadership, with a documented success in increasing project implementations and financial results.

Career Summary or Summary:

(Notice that I didn't say "Objective" because this day, hiring managers will likely skip over it.) Instead, use a "Summary" statement to provide a brief synopsis about your professional experience, contributions and goals.

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 9-12 competencies on your resume.
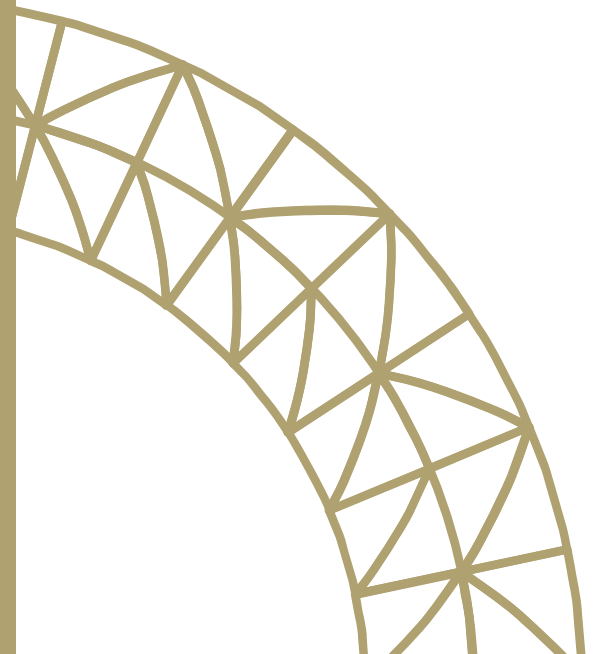
By stating Core Competencies (or "Areas of Expertise"), you get to highlight core skills that won't fit in the body of your resume. You can also repeat these keywords in the context of each job to further increase your visibility in the search database. Also, technological competence will help you get ahead. Depending on your skills, you might want to consider creating a separate section for technological competencies.

Work Experience:

You can 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. So, avoid using a lot of jargon that only your last employer might understand.

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

Creating Your Section Headings

Additional Experience:

In this section, state any additional relevant experience—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 educational accomplishments and military experience here.

(You can also list military experience separately, if desired.)

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.

DOWNLOAD YOUR TEMPLATES

(Click to download templates as word documents. Create a copy of the files to your google drive or save them to your computer in order to edit them.)