



WHEN I GROW UP

what do you want to be when you grow up?

Michelle Ward | Creative Career Coach

ROCKIN' RESUMES

Looking to apply for a new position, embark on a new career, or change companies? While I don't have any HR experience, I secured 7 jobs in just 4 years (ah, the life of an actress) & have worked with countless clients on revamping their resumes & cover letters. The most common mistake I see is when a resume is too general, and/or doesn't gush/brag/talk up the person whose name is at the top. This is the time to be specific about your accomplishments – both how & why you were successful at x, y & z.

To make sure that your resume pimps you out, I put together some tips for ya:

WRITING YOUR RESUME

- ❖ Does this resume showcase my skills & my accomplishments? If not, what adjustments do I need to make to ensure that these stand out?
- ❖ Does this resume showcase what I'm especially gifted or experienced at doing? If not, how can I work this in?
- ❖ Do I have enough measurable information on my resume (i.e. Increased bakery sales by 20% after taking on the Retail Manager role or Managed a team of 25 full & part-time employees)? If not, how can I work this in?
- ❖ Does this resume make me stand out? If not, what will?
- ❖ Does this resume "sell" me? If not, how can I make it more like an advertisement?

If you're drawing a blank, take time to brainstorm examples from your career & your life that could showcase your unique skills & why you'd be an asset to the company that you're applying for. If it's easiest, you can make this as general as you'd like & then pull out the highlights from there.

I'm a big fan of writing one "general" resume, & then shuffling the sections around based on the job that you're submitting it for. Remember, a resume does not have to be chronological!

If it's The Words you're stuck on – ya know, those Power Words that every employer searches for & that makes ya sound so good, here's a whole slew of 'em from The Rockport Institute:



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ability
accelerated
accomplished
achieved
addressed
administered
advised
allocated
answered
appeared
applied
appointed
appraised
approved
arranged
assessed
assigned
assisted
assumed
assured
audited
awarded
bought
briefed
broadened
brought
budgeted
built
capable
capability
capacity
cataloged
caused
changed
chaired
clarified
classified
closed

collected
combined
commented
communicate
compared
competence
competent
compiled
complete
completed
completely
computed
conceived
conceptualize
concluded
conducted
considered
consistent
consolidated
constructed
consulted
continued
contracted
contributions
controlled
converted
coordinated
corrected
counseled
counted
created
critiqued
cut
dealt
decided
defined
delegated
delivered

demonstrated
described
designed
determined
developed
developing
devised
diagnosed
directed
discussed
distributed
documented
doubled
drafted
earned
edited
educated
effected
effective
effectiveness
efficient
eliminated
endorsed
enlarged
enlarging
enlisted
ensured
entered
equipped
established
estimated
evaluated
examined
excellent
exceptional
executed
expanded
expanding

expedited
experienced
experimented
explained
explored
expressed
extended
filed
filled
financed
focused
forecast
formulated
found
founded
gathered
generated
global
graded
granted
guided
halved
handled
helped
identified
implemented
improved
incorporated
increased
increasing
indexed
initiated
influenced
innovated
inspected
installed
instituted
instructed



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insured
interpreted
interviewed
introduced
invented
invested
investigated
involved
issued
joined
kept
knowledgeable
launched
learned
leased
lectured
led
licensed
listed
logged
made
maintained
major
managed
matched
mature
maturity
measured
mediated
met
modified
monitored
motivated
moved
named
nationwide
navigated
negotiated
observed

opened
operated
ordered
organized
outstanding
oversaw
participated
perceived
performance
performed
persuaded
planned
positive
potential
prepared
presented
processed
procured
productive
proficient
profitable
programmed
prohibited
projected
promoted
proposed
proven
provided
published
purchased
pursued
qualified
questioned
raised
ranked
rated
realized
received

recommended
reconciled
record
recorded
recruited
redesigned
reduced
regulated
rehabilitated
related
reorganized
repaired
repeatedly
replaced
replied
reported
represented
researched
resolved
resourceful
responded
responsible
restored
results
revamped
reviewed
revise
saved
scheduled
selected
served
serviced
set
set up
shaped
shared
showed
significant
significantly

simplified
sold
solved
sorted
sought
sparked
specialist
specified
spoke
stable
staffed
started
streamlined
strengthened
stressed
stretched
structured
studied
submitted
substantial
substantially
substituted
succeeded
successful
suggested
summarized
superseded
supervised
surveyed
systematized
tackled
targeted
taught
terminated
tested
thorough
thoroughly
took
toured



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traced	treated	unraveled	weighed
tracked	trimmed	updated	well educated
traded	tripled	upgraded	well rounded
trained	turned	used	widened
transferred	tutored	utilized	won
transcribed	umpired	verbalized	worked
transformed	uncovered	verified	worldwide
translated	understood	versatile	wrote
transported	understudied	visited	
traveled	unified	waged	

WRITING A COVER LETTER

- ❖ What would make someone the perfect candidate for this position? What special abilities would this person have? Why are you that person?
- ❖ What would set a truly exceptional candidate apart from a merely good one?

You can answer these questions in your resume, too, but I think they're great for a cover letter. Showing that you've done your homework on the company, you can go into more detail about why you're the best person for the job. For example, your resume might say "Increased bakery sales by 20% after taking on the Retail Manager role", but your cover letter might describe how you did that (i.e. by knowing the names of all the regulars, & letting them know the new products that they might like based on their usual order).

Need help having your resume kick ass & take names? Then reach me by any of the methods below & we can schedule a free 30-min consultation call to see how I can best utilize my kickboxing – uh, coaching – skills to get you the job you want.

Best,

Michelle Ward
The When I Grow Up Coach



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