

Resume Reboot



This handout is designed to guide you through a resume reboot. It will also help you to prepare for your conversation with a career coach or resume writer. The goal of this document is to help you focus on your next move. Are you ready to unlock the possibilities?

Dr. Monique C. Johnson
drmcjconsulting@gmail.com

RESUME DESIGN & REVISION

My goal is to partner with you to tell your career story with clarity. That story includes what makes you unique and how you differ from others in your field.

Creating a resume can be overwhelming but it doesn't have to be. Assuming you have a draft of a resume, a good place to begin is to revisit your experience and expertise. Use this handout to record your thoughts, experiences and to jot down any notes you have as you reflect. The purpose is to prepare you mentally as you reboot your resume, celebrate your wins and explore your wants and needs. It's always a good idea to determine your why. Are you looking for a new role, reassessing your goals, or considering a shift or pivot? Your responses will help us to revise and tailor your new resume.

Professional Profile/Skills and Summary

Who are you professionally and personally?

What are you most proud of in your career up to this point?

How are you unique?

How many years have you been working in your current field?

Describe at least 3 or 4 of your top skills you've acquired in your current role? Highlight soft skills, interpersonal skills, leadership skills, industry specific skills and technical skills.

Are you targeting a specific type of position for your resume? If so, describe it here and share your why.

Describe the skills and experience that you possess for the targeted position?

PROFESSIONAL EXPERIENCE

List anywhere from 3-6 areas of expertise that you possess. For example, financial planning, talent acquisition, strategic planning etc.

Keywords and Competencies

List at least five relevant keywords or competencies specific to your field or targeted role. We are going to ensure that some of these key words are reflected in your resume especially if they are also mentioned in the job description.

Brain Dump

Use this section to add any additional responsibilities or descriptions you would like reflected in your updated resume. Don't worry about the exact wording, I'll help with that. This is what I call a brain dump. Be sure to include additional responsibilities, interim titles, and projects. Think about your accomplishments and results using percentages and numbers whenever possible. Show how you have added value and solved problems with every organization. Don't be afraid to let your light shine here. Grab an extra sheet of paper if you need more space.

Name of Employer, City, State

Position (Title)

Length of employment (years only), 1997-2017

Highlight accomplishments and results (a few sentences or bullets)

Name of Employer, City, State

Position (Title)

Length of employment (years only)

Highlight accomplishments and results (a few sentences or bullets)

Name of Employer, City, State

Position (Title)

Length of employment (years only)

Highlight accomplishments and results (a few sentences or bullets)

Professional Affiliations | Awards | Honors | Recognition

Please note any professional affiliations, awards, honors, recognition, special accomplishments or projects below. We will discuss adding specific sections of the resume that are relevant for you in our next meeting.

For future reference, tailor your resume to the position for which you are applying. You also want to be sure that your resume is a reflection of the job posting. More specifically, your skills and talents should match the job description as much as possible. This will require some edits on your part.

I'm here to support you on your journey to find meaningful work that is consistent with your goals and values. I look forward to partnering with you as we put the finishing touches on your resume.

In closing, my encouragement to you is...go after what you want! You have options and your "better" is out there.

All The Best,

Monique Johnson

Schedule a complimentary call to discuss your resume. We help with resume audits, revisions, or complete makeovers. <https://calendly.com/info-1325/freecoachingcall>

Follow me on social media:

Instagram: @drmcjconsulting

LinkedIn: <https://www.linkedin.com/in/moniquecjohnson/>