

Checklist - Resume Process – “Foundation for Success”

1. Research your title get 5-10 examples of job descriptions from i.e. Google, Indeed.com or any job board use for verbiage – use only what you have/can do
2. Once you make your list of accomplishments – this is a three (3) step process, use the tools provided to build “**your Story**” of accomplishments from those tools (see Accomplishment example’s)
3. Use the website I highlighted in the web resources stating “use for resume” – this will pull your military career in civilian terms – use this for your list of accomplishments to tell your story
4. Once you have your accomplishments completed – now put them in your resume under each position you held
5. Use one of the formats provided – or find one of your own and plug your information in the same way (remember to have enough “white space – eye candy”) don’t over crowd
6. Now that you have done this, we can review for suggestions and/or updates as necessary.

Note: There are three (3) types of resumes: Pick one that best fits you

- a. Chronological – use for academic position or if you are going to stay within your “Industry”
- b. Functional – use this if you are going to change “Industries” this minimizes your Professional Narrative (focusing on transferable skills)
- c. Hybrid – this is the most used today, it Prioritizes your primary skills and strengths