

# THAT OTHERS MAY RISE

Paul Miller, founder.director@thatothersmayrise.org

## **Resume Writing Checklist**

Get past the Doors: Screening entity; hiring authority; and interviewers.

### **Before Applying Anywhere:**

- **Network as much as possible.**
- **Do your current job and do it well.** It's called **creating "Pull"** for your career. This means, you don't need to do the talking for your next move, as your boss and/or the people that see your work, will talk for you. *People observe and talk, they just do, understand that.*

### **I. Getting the Resume Through the Screening Entity**

- a. **Make it Fit:** Always assume a computer is looking for key words.
- b. **Make a List of Accomplishments That Fit:** Five years back is good, but if you need more or it is relevant to the position then go back as far as you think it makes sense.
- c. **Use Situation, Task, Action, Result.** STAR Format (see in-depth Interviewing)
- d. **Write it to the specific job and agency.** Use exact words that are in the job announcement.
- e. **Make it Meaningful:** Copy and paste parts from the job description you are applying for right into your resume, get the key components into your resume. THIS DOESN'T MEAN LIE! It means use their language then show how your experience fits their needs.

### **II. The Hiring Authority**

- a. **Make it Obvious:** Create a pertinent skills, knowledges, and abilities section right up front. There should never be any guessing by anyone who is reviewing your resume.
- b. **Make it Relevant:** You are advertising yourself for a specific job.
- c. **Make it Impactful:** Always tell What and So What. List what you did and the So What at your most current job is most applicable to what you are applying for right now.
- d. **Make An Extra Step:** Make a cover letter. A fine blend of confidence and character.
- e. **Make References Count:** Are references reachable and reliable.
- f. **Make It the Right Level:** Make sure the resume shows you are ready and able to handle the position you are applying for at this moment. Show why you are ready to handle the position.

### **III. The Interviewers**

- a. **Make the Path Easy:** If you follow the above you're on the right path.
- b. **Make Sure You Know:** Know what is in your resume, a question might be asked, don't lie.
- c. **Make Another Step:** Nothing stops you from bringing, emailing, faxing, etc. a letter covering your unique talents and desire for the position. Your cover letter may not have covered it all. Here is your chance to provide the interview team with lasting thoughts on paper. Think of it as, an abridged version of a portfolio, highlighting "why they **should hire YOU over the other candidates**" - some folks create a "*spiral bound*" copy to give to each interviewer. Leave a positive and lasting impression behind.

[Next the Interview](#)