

# TEN STEPS TO A GREAT RESUME

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1. Choose a job target (also called a job objective). An actual job title works best.
2. Find out what skills, knowledge, and experience are needed to do that target job.
3. Make a list of your 3 or 4 strongest skills or abilities or knowledge that make you a good candidate for the target job.
4. For each key skill, think of several accomplishments from your past or history that illustrate that skill.
5. Describe each accomplishment in a simple, powerful action statement that emphasizes the results that benefited your employer.
6. Make a list of the primary jobs you've held, in chronological order. Include any unpaid work that fills a gap or that shows you have the skills for the job.
7. Make a list of your training and educational experiences that are related to the new job you want.
8. Choose a resume format that fits your situation, either chronological or functional. (Functional works best if you're changing job fields; chronological works best if you're moving up in the same field.)
9. Arrange your action statements according to the format you chose.
10. Summarize your key points at or near the top of your resume. (In real-life resume writing, we do skip around. So don't worry if your resume comes together in some other sequence ---- as long as you do Steps 1 and 2 first!)

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\*Additional resources and/or workshops may be available.  
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