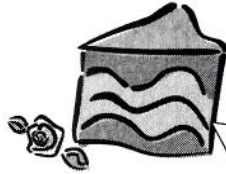


## RESUMIX Layer Cake

"make it sweet for them!"



### 2<sup>nd</sup> Layer:

Answer the direct interview questions derived from the Announcement's Duties, About the Position & Qualifications

Key  
Words

## Verb - Noun Sets

### Skill Types

CONNECT THE DOTS ● → ●

your skills to their problems

- ● Job Specific: directly related to the tasks for the position
- ● Transferable: related to the task, done something "like" it
- ● Self-Management: "like to learn new skills; team player"

Paid	Volunteer	School	Training
	Home-based	Self-study	

# Connect the Dots

Your Skills

Employer's Problems

From the Army's Job Application Kit, p. 3

The automated system **extracts information** from your Resume to **compare with job requirements**. In order to ensure accurate extraction (**identification of job-related skills**), we recommend you develop your Resume according to the following guidelines.

## Let their problem guide you, and start your success statement

Their		Past Tense	Noun	How	≧	How Well	≦
Problem		Verb	(What)	Much		Results!	
				(#)			

**Plan**      **Planned**      **projects**  
**projects**

**Meet**      **Met**      **objectives**  
**objectives**

**Lead**      **Led**      **teams**  
**team**

### **#'s Numbers Make You Credible ! #'s**

Scope, Resources and Results – made and saved exact; approximations; more than ...; less than...

- People: Number of people,  
amount of labor and effort
- Time: Amounts - years, months, weeks  
time frames - percentages
- Decision Information
- Money: \$ made; saved; budgeted; used
- Things: supplies, square feet, buildings, vehicles,  
accounts, production items, services ...

### **#'s Numbers Make You Credible ! #'s**

Which of the two is the stronger statement? Why?

- I type;  
I type 40 words per minute.
- I've driven;  
I've driven about 300,000 miles  
over 5 years
- I've budgeted;  
I've budgeted over \$50,000

Uncle Jon, I am going to tell them my time in the experience block in the header – information: Dates of Employment ...

Right?

## Not Exactly ...

The Experience header information only states how long you *held that title in that organization* ☹

You get to write how long you have done each skill while in that organization –

- Options

- In each sentence:

**For 18 months I safely operated the fork lift.**

**For 12 months I correctly operated the crane.**

- Or begin with an over-arching sentence:

**For 22 months and 50% of my time I correctly and safely completed the following tasks and operated the machinery listed here....**

## Link your past

successes ... ...to the employer's  
current needs

“If it worked  
back then ...



...it will  
work great  
now!”



**Results!**

≡Click≡

**You're hired!**

## Try it yourself- you be the Hiring Manager

- If you owned a trucking company ...
- and were interviewing new truck drivers ...
- who would you pick from these candidates?
  - #1: I type 25 wpm and do exact inventories.
  - #2: I've driven big trucks the past 7 years.
  - #3: I've driven big trucks for 18 months. I have a safe driving certificate for 50,000 accident free miles, and received a bonus last month for 10 perfect, on-time deliveries.

## ≧ Results ≦

- Single words  
successfully professionally  
thoroughly quickly correctly completely  
cheerfully accurately fully carefully  
on time to the standards
  - Short phrases (... which, ...)  
resulted in \_\_\_ saved \_\_\_ by  
made money by \_\_\_ improved \_\_\_ by  
enabled \_\_\_ by met goals by \_\_\_  
exceeded the set objective by \_\_\_  
received an award for \_\_\_  
recognized for \_\_\_  
customers thanked me because \_\_\_\_\_
- What's yours?*

## ≡ Results ≡

- Single words  
successfully professionally  
thoroughly quickly correctly completely  
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on time to the standards
- Short phrases (... which, ...)  
resulted in \_\_\_ saved \_\_\_ by  
made money by \_\_\_ improved \_\_\_ by  
enabled \_\_\_ by \_\_\_ met goals by \_\_\_  
exceeded the set objective by \_\_\_  
received an award for \_\_\_ **What's yours?**  
recognized for \_\_\_  
customers thanked me because \_\_\_