

Resume Insights from Jobing.Com Career Expo Participants

Participants at the www.jobing.com Career Expo in Denver were engaged, interesting, and a joy to work with.

In the resume workshop and at the co-active coaching booth, we explored how to bring more clarity, personality, value, and aliveness to resumes. Below are some participant discoveries:

- 1- Think of the resume like a profile instead of a history. One participant asked himself, “Who am I?” instead of “What are all my accomplishments?”
- 2- Give your resume to someone you don’t know and ask him/her to tell you what jumps out. What impression does he/she get in less than a minute? Does it match what you intended?
- 3- Make it easier for HR. Use words from stated position requirements on your resume or in your cover letter (only where it applies). Tri-County Workforce offers free resume-writing workshops, which include a list of words targeted to specific job searches.
- 4- If you have a summary it needs to say something tangible and meaningful. Consider the difference between “25 years organizational experience” vs. “25 years administrative and billing experience with hospitality and high-tech companies. Skills include...”
- 5- Everyone will have an opinion about your resume. Do your research then trust YOUR own voice!
- 6- Close out “failure” instead of taking it with you. Review the experience and learn from it. One participant, after being fired, shifted from resentment to discovering important personal values.
- 7- Experiment with different ways of approaching the job search. See what happens when you focus on looking for work vs. asking for help vs. finding a place to share your gifts vs. interviewing companies to see where you want to be.
- 8- Look for elements in your work that you love and go deeper. One participant started talking about teaching then came to life as she spoke about sharing knowledge and translating computer lingo into layman’s terms.
- 9- Don’t wait to do what you love. If you’re a good counselor but can’t afford a degree, look for a position that includes this skill. If have ideas on ways to help children, look for an organization that serves kids in some way.
- 10-Make a list of everything you can do. Then look at the list for the things you LOVE or WANT to do. Focus on these skills in your resume.
- 11-Volunteer your skills while you’re looking for work to contribute and stay engaged.