

Step by Step Resume Writing

Step 1: Write in Your Name and Contact Info

Start by opening the appropriate template with your preferred word processing software. MS Word, Pages (Mac), GoogleDocs, and will all work. The only common file translation issues are placement of lines and spacing issues which should be easy to fix. Write in your name, credentials, and contact information. If you have a customized LinkedIn profile address, include that too. We suggest that you use the template without your physical address unless your phone number doesn't indicate that you're a local candidate.

Step 2: Build Your Big Six Skills

Search for job descriptions for the kind of work you're seeking and identify 4-6 skills that are desired for these kind of roles. Remember that skills listed higher in the job description are higher priority skills. Blend those desired skills with your personal specialities and/or interests to create your Big Six Skills. You can modify the phrasing of these skills later. Refer to the Eazl videos on this topic.

Step 3: Enter in Your Job Titles, Dates, and Organization Names

If you were promoted within the same organization or if you have a cluster of consulting / temporary roles, group those under one header. Refer to the Eazl videos for help with specific situations.

Step 5: Describe Each Organization

Focus on including the size of the organization (in terms of employees and/or revenues or funding), major brands (e.g. partners, customers, or suppliers), and details that will help the reader visualize what the organization does. One trick is to reflect on the journalistic questions (e.g. “who” “what” “where” etc.). If you need to make estimates, that's okay. Use tilde (~) to indicate approximations (for example, ~2500 employees).

Step 6: Describe Each Job Role Generally

Very generally describe what your responsibilities or functions were in each role. If possible, use it as an opportunity to show that you were performing duties that will help you do the target job better. If you need ideas, search for job descriptions of each job title and see how organizations tend to describe that role. Save the high-impact details for the body bullet points.

Step 7: Integrate Powerful Body Bullet Points

Remember, you build trust with brands, quantities, and details. Build 1-3 bullet points for each role (if you were at one position for a very long time then additional bullet points are okay). Base each bullet point on one of your Big Six Skills and prioritize higher-priority bullet points under each position. Ideally, you want to use each one of the Big Six Skills in some place on your resume, but if you can't then that's okay. You definitely need to show the highest priority of the Big Six Skills somewhere on your resume, so use the videos on finding transferable skills to help you with that if examples don't immediately come to mind. Polish up the bullet points by using the Power Language Tool from eazl.co.

Step 8: Build in Education and Extras

Use the format provided in the templates for the education section and decide whether you feel that your volunteerism history or your history of doing relevant projects is a good thing to support your case as a candidate. If they're not relevant to the job to which you're applying, we'd suggest you leave those sections out. Then decide what to include under the "Other Relevant Information" section. Make sure you focus on keeping this section relevant to the position you're targeting. Remember—your resume isn't a place to tell your life story. It's a tool that you're creating to help you unlock doors to your future.

Step 9: Write a Smart Summary

Use the structure provided to build your summary. The "Skills Summation" words should be very general words that get your reader's brain ready to understand how you're a good candidate for the position. For example "financial professional" or "fundraising expert" are the kinds of phrases you want to include here. Follow the rest of the schematic provided in the templates and integrate keywords into your summary if you're applying to a large organization.

Step 10: Proofread and Polish

Make sure there are ZERO mistakes in your resume. Hiring managers are likely to hold punctuation and grammatical errors against you, so take time to proofread carefully. Also make sure that your contact info is professional. Set up a job search email address if you need to. Finally, use the Anti Robot Protocol (ARP) here to optimize your resume if you're applying to a large organization.