

fearless
WOMAN

RESUME WRITING BLUEPRINT

STEP BY STEP TO
AN IRRESISTIBLE RESUME

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Many who go through a divorce find themselves having to go back to work. And some women haven't even worked in over 10 years if not more, as they have been home managing the house and children.

This can be a very scary time in your life, but I can assure you that the market has never been stronger and there are so many different ways of working in today's Digital Economy that your options are honestly unlimited.

Yet the very basic step you need before entering the job market is a RESUME!

Believe it or not there are ways to write out your skills, experience and even Objective that can make or break whether you land an interview and get a job offer.

My Resume Blueprint specifically outlines every aspect of your resume, and what you should and more importantly should not write!

The Resume is the very first impression that a potential employer, hiring manager, recruiter or HR Manager sees, so this "first impression" can make or break your chances of being spoken and considered for a job opening.

Go through each of the items printed out in the Resume Blueprint and write out a resume that gets noticed by employers and recruiters.

RESUME TIP #1

Be mindful about the name of your Resume

Make the title of your Resume generic - John Doe Resume.

The Name of your Resume reveals a lot of information about you.

- Don't ever name it "*Draft Resume*" or "*Dad's Resume*"
- Employers want to learn about you before they even speak with you - the naming of your Resume tells so much about you! Use "*John Doe Harvard Resume*" or "*John Doe Marketing Expert*"
- **Caution!** If the name of your Resume is "*Accounting Resume*" and you're applying for a Marketing Role - don't be careless.

RESUME TIP #2

Send Resume to yourself first

Before submitting your Resume to employers, send it to yourself first!

Now, you can see exactly what they see and catch any mistakes.

- Check not just how the attachment comes through but OPEN the Resume to see how it views on the screen
- Send your Resume to a few friends so they can check as well
- If employers receive your Resume and can't open it, s/he will just delete it and move on
- Critical that you are sure the Resume attachment can be opened so double-check!

**SEND YOUR RESUME TO YOURSELF FIRST
TO MAKE SURE YOU'RE SENDING OUT
THE RIGHT FILE AND THE ATTACHMENT
IS ACCESSIBLE.**

RESUME TIP #3

Spell Check/Proofread

Spell check: Red and blue squiggly lines both matter.
Red is for typo and blue is for grammar.

Make sure you use the right words and spelling. Double-check for
too versus to
bee versus be
accounting versus accountant
public versus pubic (true story!)

Keep the font consistent! Make heading larger and in bold while keeping
description smaller and regular

Use the right tense! Present tense for your current job and past tense for your
past jobs.

Be careful when copying and pasting.

Just one mistake on your Resume can cost you a chance to interview so it's all
about checking!

Have at least 5 different people read the Resume that never read it before - I
promise you each of those five people will find different mistakes.

**It's all about your Resume so all the work and effort has to go into this at the
beginning.**

**SPELL CHECK TO MAKE SURE YOU HAVEN'T
MADE ANY SILLY MISTAKES THAT WILL
MAKE YOU LOOK CARELESS.**

RESUME TIP #4

Use a professional Email Address

Use a professional email address for your job search.
Like ReviGold@yahoo.com or JohnDoe123@hotmail.com

- Send your Resume using the same email address that's on your Resume.
- Never submit your Resume from your work email.
- Never write your work email address on your Resume!

**NEVER APPLY FOR A JOB FROM YOUR
EXISTING WORK EMAIL! THAT SHOWS
POOR JUDGMENT.**

RESUME TIP #5

Provide relevant Contact Info

Always write a complete address: street, city, state, ZIP code and one phone number.

Adding your LinkedIn profile link is optional.

- For a nationwide job search omit writing your address.
- If specific geographic job search (for example, you live in NYC but want to move to LA): write an LA address or use friends or family members address.
- Firms have platforms that automatically import data from your Resume. Incomplete addresses can corrupt that import.
- Firms get a lot of information from your address: will you need to relocate? How far is your commute? Do you even have a place to live?

If you are relocating, the more info you can provide - the better. Firms want to make sure you are emotionally committed to a new city.

RESUME TIP #6

Don't write Objective!

Do not write an objective on your Resume.

An objective limits you from being cross-referenced to other roles in the same company.

If you insist on writing an objective, make it generic.

Sample of a generic objective:

"To join a reputable and established company where I can contribute and add value while continuing to learn and grow from my fellow peers and managers."

Firms will look at the objective first to see what it is you really want to do:

- Being specific or detailed will rule you out from other roles
- It may even rule you out for the role you applied...

RESUME TIP #7

Lay out your Experience

Be detailed, yet succinct and to the point when providing info about your experience. Include daily tasks, projects and responsibilities.

- Firms are interested in what you do, not what you have achieved.
- Write current firms' duties in present tense and past firms' duties in past tense.
- The same firm for many years with no promotions should be separated with different departments (*marketing, administration, operations, etc.*)
- The same firm for many years with multiple promotions should be clearly indicate.

The more your duties mimic the job opening, the more likely you will land an interview! Employers want to know you can hit the ground running with minimal training. Tailor your Resume to highlight your duties as it relates to the role for which you apply.

When submitting your tailored Resume "bcc" yourself in the Resume submission so you have the correct copy used for that specific job.

RESUME TIP #8

Provide your Education

Education should always be included even if it's been 20 years since you went to school.

- Be honest about your education as firms can verify.
- Include all Licenses, Certifications, etc.

A sample of education outline:

*"Bachelor of Science Degree, Business Administration - June 2000
San Diego State University, San Diego, CA"*

If you did not graduate be clear on this!

"Attended San Diego State University for 3 years"

If you attended an Ivy League school then show it off! Put it at the top of your Resume. You can't risk an employer not getting to it all the way at the bottom of your Resume. Include a GPA 3.0 or higher.

**MAKE SURE TO PROVIDE
INFORMATION ABOUT YOUR
ACHIEVEMENTS.**

RESUME TIP #9

Include Computer Skills!

Add computer skills! Don't assume just because everybody has some, it's redundant to include them.

Be as specific and detailed as possible, writing out acronyms and versions of the software you know and use.

Recruiters and HR managers have access to Resume Databases where we put in specific keywords to find talent. So the more specific you are, the more likely we can find you.

RESUME TIP #10

Provide your Additional Skills

This is the area where we get to learn more about you. But there is a fine line with making this professional and not too personal!

- Languages - If you are fluent in a Language, include it!
- Hobbies/Interest - skiing, chess, skydiving - can include to tell employer more about yourself.
- Leadership/Achievements - Olympic gold medalist is something you better include! Creating a new nonprofit group, Toastmaster, etc.
- Include any Volunteering activities.

Don't include things like gambling, going to bars and parties on weekends and hanging at the beach.

This is the "wholistic" part of your Resume where we get to learn more about you as a person so don't be shy, but do be strategic with the information.

Language: make sure you know it as you may have an interview with someone fluent in the language stated and they will test you - so watch out.

Honesty is important!

Don't date your accomplishments - just list them.

**BE HONEST ABOUT YOUR
SKILLS AND KNOWLEDGE, YOUR PROVIDED
INFORMATION CAN ALWAYS BE USED
IN THE INTERVIEW.**

RESUME TIP #11

Don't forget the References!

Always include this reference statement at the end of your Resume:
"References available upon request."

Not including this reflects poorly on you and almost questions your ability to gain solid Refs.

Always be prepared in advance! Make sure you have at least 3 References ready to go.

References usually are from the past employers, ideally those with whom you liaised but best to provide former supervisors or managers.

This is not the time to include friends, their references mean nothing.

Confirm with your references that they will speak highly of your work performance and ethic prior to releasing their information to any potential employer.

Always make sure your refs are aware of any potential firm calling them and provide your refs formation as to the role and duties so they can focus on those skill sets and traits.

Companies conduct references only once they are ready to hire you, so you have plenty of time to prepare. Provide email addresses and phone numbers of references to make it easy for potential employers to contact them.

**DON'T FORGET TO PREPARE
TRUSTWORTHY REFERENCES THAT
YOUR NEW EMPLOYER CAN
REACH OUT TO!**

RESUME TIP #12

Clean up your Social Media

Do housekeeping on all social media outlets BEFORE you send out your Resume.

LinkedIn is always checked to compare your Resume against your online profile. The two better match!

Any blogs, vlogs, Instagram, Facebook, Twitter and anything else that may have pictures or articles that could reflect negatively on your candidacy must be edited or better yet deleted.

Facebook has private setting so revert to that during your job search.

Write your name in quotes ("John Doe") in Google and see what comes up about you.

BONUS!

I have created an entire eCourse on How to Find a Job Like a Pro!

This is 60 videos and 70 worksheets that will change the entire way you look for a job.

And it's just \$97 instead of \$2,997!! Savings of \$2,900!!!

This eCourse is my creation based on the 20 year of recruitment experience I have running my firm, Wall Street Personnel, and working with the toughest employers on the market.

[Use this link with the coupon code USAJOBS.](#)

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FEARLESS WOMAN & FOUNDER