



Resume Sample

Use this guide from a Certified Professional Resume Writer to understand how to get the most out of each part of your resume.

The Top Half

Employers spend about **10 seconds** on a resume, so it's important you get their attention in the top half of your resume, otherwise they'll never read the bottom half! So, let's break down what you need in the top half.

The first piece of your resume is your Header. Include your name, email and phone. Make this header the same for both your resume AND your cover letter!

ZACHARY CLAYTON

ZClayton@CareerPathServices.org
111.111.1111

EXPERIENCED JOB READINESS COACH

3 Years Job Coach Experience · Self-Starter · 4 Years Group Facilitation · Computer Proficiency

Accomplished Job Readiness Coach with an established background in providing high quality service as a job coach through specializing in group facilitation of soft skill workshops, career planning and job readiness coaching. Equips clients with result driving resumes, cover letters and interview skills while also helping connect clients to job training site placements. Strong communicator whether it be via email, phone, group classes/orientations or distance learning environments.

SKILLS PROFICIENCY

- **3 Years of Job Coaching & Job Case Management**—Confident in assisting clients from defining what it is they're looking for to applying, interviewing and winning jobs.
- **4+ Years of Group Facilitation and Public Speaking**—Practiced in facilitating weekly life skill class, program orientations and job clubs, bringing in local recruiters to classes and consistently receiving high marks for engaging presentation.
- **Certified Professional Resume Writer**—Successfully achieved the CPRW designation in 2018 and have over 3 years of experience working with client to develop successful, targeted resumes.
- **Inclusive**—Delighted to work in diverse environments with individuals from unique and often challenging backgrounds, enjoying the opportunity to listen and speak to someone's perspective in the context of their personal and professional growth.
- **Computer Proficiency**—Comfortable using computers and a variety of software, currently use Microsoft Word, Excel and Outlook professionally on a daily basis.

Create a "Skills Proficiency" section in which you highlight key skills, abilities, accomplishments or certifications that relate to the specific job you're applying for. For example, if the job posting asks for public speaking experience, and you have that, this is a good place to highlight that.

Open with a title of who you are, **as it relates** to the job you're applying for. This sets the tone for who this resume is talking about, in this case, an "Experienced Job Readiness Coach".

Include a few quick highlight words that reflect what you bring to the table **as it relates** to the job you're applying for.

Lastly, instead of an outdated 'objective statement', include a very brief profile that iterates the skills you have **as it relates** to the job you're applying for. Always use 3rd person, no "I"s, "my"s or "me"s.

The Bottom Half

The second half of your resume is where you include the relevant work experience and education that shows why you're the right fit for the job! As you've read already, **everything** in your resume must line up with the job you're applying for. If they're looking for a forklift operator, spend less time talking about your phone customer service and more time about operating forklifts safely and effectively!

PROFESSIONAL HIGHLIGHTS	
CAREER PATH SERVICES Spokane, W.A. & Puyallup, W.A.	2016 – PRESENT
Job Readiness Coach – Employment Practitioner (2017 – Present) <i>Educates and advises clients in career development through interview preparation, resume development, industry research and facilitating soft skill classes for both finding and maintaining employment. This is done in both group and 1 on 1 settings.</i>	
<ul style="list-style-type: none">• Works with an average of up to 60 clients per month facilitating between 12 to 36 hours of soft skill classes for each client.• Maintains an over 95% average facilitator performance score on class evaluations, known for building strong rapport with clients.• Meets with clients 1 on 1 to assist with the development of resumes, interviewing techniques and career coaching.	
Case Manager – Employment Practitioner (2016 – 2017) <i>Managed a caseload between two offices of up to 30 clients offering crisis management, action planning for barrier reduction and providing career coaching that lead to employment, helping team lead division in goals achieved.</i>	
<ul style="list-style-type: none">• Placed clients at job training sites by establishing relationships with clients and local community services to best bring clients to self-sustaining employment.• Prepared clients for career goals through job coaching, conflict resolution and supporting the application process.• Conducted orientations, client intakes and life skill classes to help identify and overcome barriers to employment.	
HUBEI UNIVERSITY OF MEDICINE Shiyan, Hubei, People's Republic of China	2015 – 2016
TESL Instructor (2015 – 2016) <i>Developed teaching plans, tests, projects and activities to best teach English as a second language to an average of 400 medical students per week. Maintained a high level of student engagement and overall class satisfaction.</i>	
<ul style="list-style-type: none">• Taught 50 students per class in English lessons that were effective, interesting and engaging.• Implemented new teaching material and strategies to best reach the level of varying classes and students.• Recorded grading and attendance data for about 400 students per week, utilizing Microsoft Excel and manual records.	
EDUCATION	
CPRW – Certified Professional Resume Writer PARW/CC, St. Petersburg, F.L.	2018
B.A., URBAN STUDIES University of Washington, Tacoma, W.A.	2013

Finish your resume with your education section. This can include college, high school, certifications, trainings or any other piece of additional learning you've **completed** as it relates to this job. It's a good idea to include a B.A. or A.A. even if it doesn't relate exactly as it shows you accomplished something. Alternatively, if you had started college but dropped out before completing, don't include it.

In your Professional Highlights section, include relevant work experience. This section varies a lot depending on the job you're applying for, but some things to remember:

-Don't include all 50 jobs you've worked in the last 30 years (unless they ask for it), only highlight the most relevant, and preferably recent, job experiences that make you a good fit for what you're applying.

-Use either the calendar years (2016 – Present) or number of years worked (3+ Years) instead of exact dates. If your experience is older, opt to use years worked, just be consistent with each job you list.

-Include 3 key accomplishments for each position, using stats as much as possible. "Handled 40+ phone calls per hour" carries more weight than "Handled many phone calls".

The Final Product

For more help writing your resume, or if you're looking to meet with our Certified Professional Resume Writer, head over to www.connectedwithcareerpath.com to get connected.

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