

# CREATE A WINNING RÉSUMÉ!

## Table of Contents

	Page #
Martin Buckland’s Bio .....	1
Resume Blueprint for Experienced Professionals .....	2
Resume Quiz .....	3 – 4
How Technology Impacts the Resume Process .....	5
Resume Formats .....	6 – 7
Your I.D. ....	8
Your I.D. <b>Cut Out</b> .....	9
Building Your Personal Brand Statement .....	10 – 11
The Pro-Jective .....	12 – 14
Core Business Competencies .....	15 – 25
Pre Proj-jective Planning <b>Exercise</b> .....	26
Personal Assets & Attributes .....	27
Pre Proj-jective Planning <b>Cut Out</b> .....	28
Your STAR History .....	29 – 32
Your History List of Action Verbs .....	33 – 34
Your History (continued) .....	35 – 36
Your History <b>Cut Out</b> .....	37 – 41
Writing Tip .....	42

# CREATE A WINNING RÉSUMÉ!

## Table of Contents

[ continued ]

	Page #
Education .....	43 – 44
Education <b>Cut Out</b> .....	45
Your Extras <b>Cut Out</b> .....	46 – 49
Font & Bullet Examples .....	50 – 51
Resume Examples .....	52 – 69
Maximizing Your LinkedIn Profile .....	70 – 72
Don't Forget About Twitter, Facebook and Google+ .....	73 – 75
The Do's of Resume Writing .....	76
The Don'ts of Resume Writing .....	77
Resume Checklist .....	78
How To Utilize Your Resume .....	79
Resume Bloopers .....	80
Top 25 Resume Mistakes .....	81 – 83