Your Ultimate Resume & Cover Letter Toolkit

BECOME YOUR OWN PROFESSIONAL RESUME WRITER

RESUME TEMPLATE

This is the only resume template you need. It's clean, professional, and ATS optimized.

COVER LETTER TEMPLATE

This is the perfect template to create a cover letter to compliment your new resume.

WRITING GUIDES

It's like having a resume writer in the palm of your hands.

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WELCOME TO YOUR TOOLKIT!

Having the perfect resume and cover letter is essential to getting the job you're after, but hiring a professional can be expensive, and trying to research on your own can be overwhelming.
We figured out the perfect way to help!
We pulled together everything you need in this toolkit to create the kind of resume and cover letter that will work for you!

TOOLKIT CHECKLIST

In addition to everything here, make sure you have the items listed below.

In addition to everything here in this part of the toolkit, you should also have the following:

- ☑ Resume Template
- ☑ Resume Writing Guide
- ☑ Cover Letter Template
- ☑ Cover Letter Writing Guide

STRONG ACTION WORDS

100 strong action verbs to help you create the resume and cover letter of your dreams.

"ALL OUR DREAMS CAN COME TRUE, IF WE HAVE THE COURAGE TO PURSUE THEM"

Did you create or improve on something? Start by saying that you...

Authored, built, composed, conceived, conceptualized, corrected, created, designed, deployed, developed, drafted, edited, enhanced, engineered, expedited, generated, idealized, implemented, modified, optimized, originated, planned, restructured, reorganized, streamlined

The ability to work well with others is valuable. Try using these to express how you did this

Advised, aided, assisted, authorized, chaired, clarified, coached, collaborated with, delegated, directed, educated, enabled, encouraged, guided, joined forces with, helped, led, managed, mentored, met with, oversaw, partnered with, supported, trained, worked with

"EVERY STRIKE BRINGS ME CLOSER TO THE NEXT HOME RUN"

STRONG ACTION WORDS

When creating your bullet points, these action verbs are the perfect way to start off each sentence.

"OPPORTUNITIES DON'T HAPPEN, YOU CREATE THEM"

Have a strong technical, data, or analytics background?
These words will help you to properly articulate your experience

Adapted, administered, allocated, analyzed, appraised, assessed, audited, balanced, budgeted, calculated, computed, configured, controlled, developed, installed, itemized, mitigated, modeled, planned, projected, programmed, repaired, researched, solved, stimulated

These are applicable to any industry and area of expertise. Use them to express all of your awesome achievements.

Achieved, acted, advanced, aligned, applied, arranged, composed, customized, diagnosed, drove, established, expanded, launched, leveraged, operated, ran, recommended, reduced, restored, shaped, spearheaded, standardized, strengthened, updated, used

"YOU MISS 100% OF THE SHOTS YOU DON'T TAKE"

KEYWORDS ARE YOUR FRIENDS!

We're getting closer and closer to your completed resume. The strongest resumes and cover letters are always targeted to the job. Once you identify the keywords you need, you can tailor your resume and cover letter. Below, you'll find a FREE tool that can help.

3 STEPS TO TARGETING THE JOB YOU WANT!

Now that you have your keywords, we'll target the job perfectly in 3 steps!

Step 1: Ask yourself - Do I have the skills?

Once you have the skills (now your keywords) from your targeted role, you have to ask yourself (and be honest) if you have the skills required. If the answer is No, you can choose to apply anyway or find a role that is a stronger fit.

Step 2: Take it a step further: How have I used them?

Here is where you start to add those valuable details employers value. Talk about HOW you used those keywords (skills) that you pulled from the job description.

Step 3: Add data: What were the results of me using them?

Measurable results help to communicate value. Include numerical data where you can. If you reduced costs, or added revenue, incorporate the dollar amounts of percentages to illustrate that.

VALUABLE SKILLS: THE ATS VS. THE PERSON

Getting beyond the applicant tracking system (ATS)

The ATS cares about 1 thing and 1 thing only - skills match. Use the skills as your keywords in your resume and cover letter. The ATS scans both!
If you have the skills you see in the job description, use them.
The applications with the strongest keyword matches rise to the top and edge out their competition.

Your resume and cover letter need to appeal to the ATS and the recruiter or manager reading it.

Appeal to the recruiter or hiring manager who reads it

The recruiter and hiring manager reading your resume will want to see a few things:

Measurable results, descriptive words that align with the role and their organization (gives insight into culture fit), and accomplishments. There's value in what you've done in your career, show that in your resume and cover letter.

BONUS: SOME OF OUR FAVORITE TOOLS

A few do's and don'ts to remember:

- ☑ Always target your resume and cover letter to the job
- ☑ Make sure you include measurable results
- ☑ Double and triple check for errors
- ☑ Keep your font and bullet choice simple

HOW CAN WE HELP YOU?

Offer Stage Consulting, LLC provides a wide array of career services, packages, and solutions to help you go further.

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