

RESUME DEVELOPMENT TIPS

BEFORE BEGINNING YOUR RESUME...

1. Do a complete written inventory of every job you have had.
 - carefully think about each component (budget, staffing, communicating, supervising, clinical expectations, etc) of the job and then break each component down into the tasks needed to get that part of the job done.
 - list **all tasks** needed to do the job, from most simple to most complex.
2. Evaluate how well you performed each task.
3. Review each position held and look for:
 - things you did well
 - problems identified
 - problems solved
 - obstacles overcome
 - things that were particularly challenging/ that you struggled with
4. List the things you liked about the job, things that were rewarding or fulfilling and why.
5. List what you did not like about the job and why.
6. List your successes, your special achievements. Include information from your personal evaluations and formal recognitions or awards and the size of the group you were selected from/competing with. Also recall informal feedback from bosses, co-workers, subordinates, customers, clients and others that indicate positive performance/success on your part.
7. Decide what **you** want to do next in your career.

AS YOU DEVELOP YOUR RESUME...

For every leadership position held you must show:

- A. Where you fit in the leadership hierarchy, to whom/what position you reported.
- B. Your scope of responsibility
 - # employees supervised
 - # departments/work centers for which responsible
 - size, complexity of your fiscal responsibility and accountability
 - strategic planning experiences
 - span of control, level of autonomy
- C. Your successes and achievements
 - problems identified and how solved
 - positive fiscal impact
 - * \$ saved, \$ generated, especially beyond goals or expectations
 - examples of creativity, ingenuity, new services generated or programs developed
 - goodwill generated for your department/boss/employer