



RESPONSIVE RESUME KEY

The **Responsive Resume** is intentional in its design for how it serves up for the reader what they need to know, while also providing a format where you, the professional, may effectively express your story, unique talents, gifts, and interests that best reflect who you are. Below is the key for each component of the resume (including some technical guidance for the structure of the template). This is your story, and you get to own it and share it with pride.

A

HEADER: Be seen! Announce your personhood and specialization!

The header includes three text boxes: 1) color bar, 2) name text box, 3) credentials.

1. Color Bar: pick a strong color that reflects your mood
2. Name: include your name in **all caps** (Avenir bold)
3. Credentials or Title: Include in all caps (Avenir regular); for your professional title, you will need to move the text box to under your name and reposition it with the name text box, so all is centered.

B

SUMMARY PARAGRAPH: This is where you share a summary of your background and motivations. Ground your resume in a brief that welcomes in the reader, along with your desires that help power attraction. This is the only portion of your resume where you use “first person”. Here is a general outline of what to include in this summary paragraph:

1. First line starts with “I” statement: “I’m a . . . with x years of experience practicing . . .”
2. One to two lines follow and provide additional detail into area of specialization.
3. End with statement about motivation/vision/goals.

[Note: B, C, D, and E are all part of the same text box.]

C

EDUCATION (et al): Foundational will be education and/or training (including significant honors or scholarships). Foundations that consist of coursework or certifications in lieu of a college degree are also hugely valuable and are shared here. Let the reader in on how you have pursued knowledge and skills. Note: for careers that require an advanced degree (like healthcare), lead with this section after Summary. Most all other careers (business, etc.), move this section to the bottom of the top page.

D

FUNCTIONAL SUMMARY: This section provides the reader with a Functional or Career Summary so they gather a sense of collected skills or of career ascension. By providing this here, the reader is saved from having to extract the same from the length of the resume. Connections are furthered when the reader is served.

E

CAREER PATH: Serve the reader with a high-level review of your career path (role and organization). Allow the reader to gather up your journey and create context for the rest. Again, be of service here. Note: share what will fit and note the time frame, if needed, ie [Ten Years].

F

CONTACT INFO: How can people reach you; and find you on LinkedIn?

Technical note: F, G, and H are all part of the left-bar text box. There is a color bar text box underneath the content text box.

G

LEFT BAR SKILLS OUTLINE: Help people know your brilliance by lifting out of your background the key areas of experience, skills, focus, etc. The template sample includes a main category with three sub categories. This is an effective format, but it can be changed as needed. Be creative – nothing is set in stone. Share that which helps people to know you best. You'll work on this portion nearly last. It's born out of the prior work in the back pages of digging into your brilliance.

H

SELECT IMPACT: This is where you select the top three impacts you have made in your professional care that also relate to the role you are seeking. You can modify these selects to match the application. It's a great way to highlight that what you most want to be known about your work and contributions. You shape the story. NOTE: If there is space left in the left bar below the impacts, you can add additional section(s) such as "Languages" (if you speak multiple languages), or "Certifications", etc.

Note: There's no use of text boxes in back pages; content flows between pages.

I

PROFESSIONAL EXPERIENCE: The back pages are where you reflect your work history in more detail. This is where the reader can drop in for more background beyond the executive summary first page. There are key pieces of information that support building context here that you'll learn about below.

J

COMPANY NAME, LOCATION, DATE, SUMMARY: Give the reader here the company information for context so they reader doesn't have to open a browser and go searching. Again, connecting the dots. Note that the brief summary in italics offers the reader a brief context for the company (size, services, etc.). This is designed to inform, not to "sell. Note: Provide the full date range of employment with the organization. If you held multiple roles within one organization, then provide the individual date ranges in parenthesis by each role title below the parent company.

K

SPECIFIC ROLE LISTING: Here is where each role is listed with a brief role summary to guide the reader into the responsibilities and context. Again, context. So helpful to form a story that holds additional impact information beneath. Note: note all roles will call for "impacts" if the role was tactical in nature and focused on service delivery and not on innovation, etc. Here is more of the valuable information shared here:

1. Begin with your reporting structure (hiring managers like to know where you fit in the organization). No names of supervisors, only titles here.
2. Provide a summary of key responsibilities; this may also include scope of role.
3. Include additional information to give the reader a full view of role, while leaving specific impacts/achievements to the "impact" areas to follow.
4. If a management position, include summary of team under management, and any budget responsibilities.

L

IMPACTS: Share with the reader what you've done that's added value to the organization. What are your special contributions? A few tips:

1. Help your reader by organizing your impacts in sub-categories (if applicable).
2. Include metrics, when possible.
3. Be as specific as possible, but without including too much unnecessary narrative, which can come off as lacking credibility.

M

SPECIFIC ROLE LISTING WITHOUT IMPACTS: In letting the reader see your career arc, you may want to include prior roles, but with company and title only.

N

CONTINUED: Be sure to note for your reader the continuation of a section from one page to the next as shown, for ease and continuity of reading/understanding.

O

IMPACTS WITH METRICS: This is an example of an impact section with metrics.

P

ROLE WITH SPECIFIED DATES: This is an example of how to reflect dates by role when there is more than one under any given employer.

Q

SPACING: This is an example of where the decision was made to break and continue with the next section on the next page. You will make style judgements like this depending on how the text flows, page by page.

R

ADDITIONAL PROFESSIONAL EXPERIENCE: This is an example of where it felt appropriate to move to a summary listing of earlier roles. In this case, the break indicates a change from non-management to more specialized or management-oriented roles.

S

ADDITIONAL SECTIONS: You may have additional relevant information to share that requires an additional section. This can include areas such as: publications, teaching, internships, community service, etc. This is for you to judge when it comes to what is helpful and supportive of your story. You will also want to list these sections in order of relevant importance. Note: To add any additional sections, simply copy and paste a prior section header (text and line) and update the section title as appropriate.

T

REFERENCES: It's recommended that you not list specific references in your resume so you may control when references will be contacted. It is professional and considerate to provide your references with advance notice.

U

FOOTER: Remember to click into the footer to update with your name (as shared in the header on the top page).