

# CREATE A WINNING RÉSUMÉ!

## TABLE OF CONTENTS

Martin Buckland’s Bio .....	1
Résumé Blueprint for Experienced Professionals.....	2
Résumé Blueprint for Students .....	3
Résumé Quiz.....	4 - 5
Résumé Formats .....	6 - 8
Your I.D.....	9
Your I.D. Cut Out .....	10
Building Your Personal Brand Statement .....	11 - 12
The Pro-jective.....	13 - 15
Core Business Competencies Areas.....	16 - 26
Pre Pro-jective Planning .....	27
Personal Assets & Attributes List .....	28
Pre Pro-jective Planning Cut Out.....	29
Your STAR History.....	30 - 33
Your History List of Action Verbs .....	34 - 35
Your History continued .....	36 - 37
Your History Cut Out .....	38 - 42
Your History Writing Tip .....	43
Education .....	44
Education Cut Out .....	45
Your Extras Cut Out .....	46 - 49
Font & Bullet Examples .....	50 - 51
Résumé Examples.....	52 - 66
Maximizing Your LinkedIn Profile.....	67 - 69

# CREATE A WINNING RÉSUMÉ!

## TABLE OF CONTENTS

...continued

Don't Forget About Twitter, Facebook and Google+ .....	70 - 72
The Do's of Résumé Writing.....	73
The Do Not's of Résumé Writing.....	74
How to Utilize Your Résumé.....	75
Résumé Bloopers.....	76
Top 25 Résumé Mistakes .....	77 - 79