



Creating an Executive Resume

Funded by Comcast Digital Equity Grant

Today's Goal: Learn how to upgrade your resume from basic to executive!

- 1. Your Resume = Your Personal Brand**
 - a. The job application is designed to show what employers want to know, while the resume tells the career story you want employers to know
 - b. Your resume should be designed to guarantee you interviews
 - c. The entire document should have consistent and simple formatting throughout
- 2. Contact/Heading**
 - a. Include professional email address and a phone number with a clear voicemail
 - b. Remove full address, picture, no related hobbies, and the outdated 'objective'
 - c. Include links to LinkedIn or Project/Portfolio Website with contact information
- 3. Remove 'Objective'**
 - a. Instead of the outdated 'Objective', include a brief 'Career Summary'
- 4. Areas of Expertise**
 - a. Insert keywords from job description and industry of interest
- 5. Professional Experience (most recent experience first)**
 - a. Job Title, Company Name, City, ST, and Dates of Employment
 - b. Paragraph Job Description (up to 4 sentences)
 - c. Bulleted achievements or recognitions (beyond day-to-day responsibilities)
 - d. Bulleted performance metrics (% , \$, etc)
- 6. Education & Training**
 - a. Certification/Degree, Institution/College, City, ST, Year of Completion or *Pending*
 - b. Include certifications and professional development designations
- 7. Volunteer Experience = "Community Leadership"**
 - a. Format similar to professional experience
- 8. Professional Affiliations**
 - a. Title, Organization, Location, Year(s) of Affiliation
- 9. Save As Microsoft Word or PDF**
- 10. One Page in length if under 10 years of experience**



RESUME SAMPLES

FULL NAME

Email ▪ Phone Number ▪ City, State
LinkedIn Link or Website Link

ChatGPT Prompt: Create Resume Summary "Paste all previous job descriptions, no achievements, in between quotations". Only enter the most impactful sentence (5 sentences max) here. TIP: Do not use pronouns (I, me) and start each sentence with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. manage, managed, managing).

Areas of Expertise

- ◆ ChatGPT Prompt: Create keywords for 'Job Title' position
- ◆ 'Paste all previous job descriptions'
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Professional Experience

Position Title, Company Name, City, State

Month YYYY – Present

ChatGPT Prompt: Summarize Achievements "Paste original job description" TIP: Do not use pronouns (I, me), and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. developing, develop, developed).

- Achievements with a numeric value, ie. improved productivity by 17%, enter as a separate bullet.

Position Title, Company Name, City, State

Month YYYY – Month YYYY

ChatGPT Prompt: Summarize Achievements "Paste original job description" TIP: Do not use pronouns (I, me), and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. coordinating, coordinate, coordinated).

- Achievements with a numeric value, ie. enhanced efficiency by 35%, enter as a separate bullet.

Education

Degree, YYYY

Educational Institution, City, State

Certification

Certification Title, Educational Institution, YYYY

Community Leadership

Volunteer, Name of Organization/Company, City, State YYYY – YYYY

FULL NAME

TITLE ChatGPT Prompt: Create Resume titles "Paste all previous job titles in between quotations"

Email • Phone Number • City, State
LinkedIn Link or Website Link

ChatGPT Prompt: Create Resume Summary "Paste all previous job descriptions, no achievements, in between quotations". Only enter the most impactful sentence (1-2 sentences max) here. TIP: Do not use pronouns (I, me) and start each sentence with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. manage, managed, managing).

Summary

ChatGPT Prompt: Create Resume Summary "Paste all previous job descriptions, no achievements, in between quotations". TIP: Do not use pronouns (I, me) and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. oversee, overseeing, oversaw).

Areas of Expertise

- ChatGPT Prompt:
- Create keyword for **Job Title** position
- "Paste all previous job descriptions"
- Enter +4 but not +1 page

Education

Degree, YYYY
Educational Institution, City, ST

Certifications

Certification Title, YYYY
Educational Institution

Career Experience

Company Name, City, State Month YYYY – Present
Position Title

ChatGPT Prompt: Summarize Achievements "Paste original job description"
TIP: Do not use pronouns (I, me), and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. developing, develop, developed).

- If you are able to remember achievements with a numeric value, ie. improved productivity by 17%, enter as a separate bullet.

Company Name, City, State Month YYYY – Month YYYY
Position Title

ChatGPT Prompt: Summarize Achievements "Paste original job description"
TIP: Do not use pronouns (I, me), and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. coordinating, coordinate, coordinated).

- If you are able to remember achievements with a numeric value, ie. enhanced efficiency by 35%, enter as a separate bullet.
- If you are able to remember achievements with a numeric value, ie. increased customer satisfaction by +40%, enter as a separate bullet.

Company Name, City, State Month YYYY – Month YYYY
Position Title

ChatGPT Prompt: Summarize Achievements "Paste original job description"
TIP: Do not use pronouns (I, me), and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. build, building, built).

- If you are able to remember achievements with a numeric value, ie. slashed company costs by 25%, enter as a separate bullet.



Email • Phone Number • City, State
 LinkedIn Link or Website Link

FULL NAME

ChatGPT Prompt: ***Create Resume Summary*** "Paste all previous job descriptions, no achievements, in between quotations". TIP: Do not use pronouns (I, me) and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. oversee, overseeing, oversaw).

Areas of Expertise

ChatGPT Prompt: <i>Create keyword for Job Title position</i> "Paste all previous job descriptions" Enter 3-5 in each column Recommendation: Industry Keywords	ChatGPT Prompt: <i>Create keyword for Job Title position</i> "Paste all previous job descriptions" Enter 3-5 in each column Recommendation: Leadership Titles	ChatGPT Prompt: <i>Create keyword for Job Title position</i> "Paste all previous job descriptions" Enter 3-5 in each column Recommendation: Soft skills and/or Technologies
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Professional Experience

Company Name, City, State

Month YYYY – Present

Position Title

ChatGPT Prompt: ***Summarize Achievements*** "Paste original job description" TIP: Do not use pronouns (I, me), and start each sentence (4 at most) with an action word, 'verb', without repeating more than 3 times throughout entire document (ie. developing, develop, developed).

- If you are able to remember achievements with a numeric value, ie. improved productivity by 17%, enter as a separate bullet.

Education

Degree, YYYY

Educational Institution, City, State

Certifications & Licenses

Certification Title, Educational Institution, YYYY

Professional Development

Training, Educational Institution, YYYY

Community Leadership

Volunteer, Name of Organization, Month YYYY – Present

Provide the next generation of leaders with financial assistance, resources, and guidance to positively impact the world. Three areas of focus are leadership development, entrepreneurship, and civic engagement.



ONLINE JOB SEARCH TIPS

- Register with reputable websites, IE. Indeed.com, LinkedIn.com, Glassdoor.com, as well as company websites, chambers of commerce, and official government websites such as Illinoisjoblink.illinois.gov, CityofDeKalb.com, Sycamorechamber.com, and DeKalbcounty.org.
- Include keywords from the job description in your 'Areas of Expertise' and/or Career Summary
- Be honest and truthful - be ready to talk about specific examples of your skills during your interview
- Check out the company website or social media presence ahead of the interview
- Don't underestimate networking techniques. 'Who you know' still matters

Red Flags – These might be coming from hackers!

- Requesting payment for potential 'equipment'
- Interviews via text message
- Requesting copy of government-issued identification prior to official offer of employment or direct contact with live personnel from company

INTERVIEW TIPS and Q&A

- Use resume summary to answer typical interview questions, IE. Career Summary, Achievements, and Professional Experience
- Practice talking about your skills ahead of time - don't let the first time you brag on yourself be in front of a stranger at the company you are trying to impress (too much pressure!)
- Log into Zoom at least 30 minutes ahead of your interview to make sure there are no required updates, software, audio or camera issues with your fully- charged device.

Classic Interview Questions (and suggested answers!)

Tell Me About Yourself.

This question seems simple, but do NOT forget why you are in the room (or on the Zoom). Your Career Summary is a great place to start when developing a response to this statement from potential employers. The goal is always to directly answer the question asked in a concise and compelling way that highlights why you're the right fit for the job.

Why Do You Want to Work at This Company?

Make sure you stand out! Hopefully you took the opportunity to research the company ahead of the time. This where you can brag about what actually impresses you about the



company mission, perceived company culture, any causes they care about, or something they may have shared in the news or on social media lately.

Why Do You Want This Job?

Companies want to hire people who are going to be driven and excited about the job, so you should be ready to identify a couple of key factors from the job description that make the role a great fit for you.

Why Should We Hire You?

This is your time to shine! Whether they have read the resume or not, be ready to talk about how you deliver great results, how you anticipate working with their team, and how you bring your personality and passion to the workplace. Be ready to connect your skills and talents to the company's expressed needs with specific examples from your previous experience and any transferable skills.

What Are Your Greatest Strengths?

Remember to focus on why you would be a great fit for this role. Do not presume that you already have the role and try not to rattle off a list of adjectives. Instead, pick one or a few specific recollections from your work history to explain why your direct reports and/or coworkers saw value in your input.

What Do You Consider to Be Your Weaknesses?

The interviewer may be trying to identify any major red flags but don't fret! This is your chance to be honest and highlight your character by describing how you compensate for any weaknesses you may actually have. For instance, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you get more comfortable when addressing a crowd.

Questions About Your Work History

If you're asked this question, pretend that the interview(s) have not had a chance to review your resume completely. Speak about your accomplishments, successes, and even failures – obviously describing what you learned from any setbacks.

What Is Your Greatest Professional Achievement?

Don't be shy! You can use the STAR method: situation, task, action, results. Set up the situation, the task that you were required to complete, then describe what you did (the action) and what you achieved (the result).

Tell Me About a Challenge or Conflict You've Faced at Work, and How You Dealt with It.

Be honest, but remember that the interviewer wants to know why you are a good fit for the job. Quickly describe the challenge and take your time describing the solution you were able



to bring. You can even describe what you might have learned as a result. Remember to remain calm, professional, and stick to the facts.

Tell Me About a Time You Demonstrated Leadership Skills.

This prompting is great if you haven't yet worked under official leadership title but have been called on to lead others. Think about a time when you headed up a project, took the initiative to propose an alternate process, or helped motivate your team to get something done.

Why Are You Leaving Your Current Job?

Stay positive! When you cannot stay positive, be brief and still to your rationale for a career shift, not necessarily your faults with your previous role. Focus on why you're eager to take on new opportunities. If there were changes in leadership or responsibilities, this is sufficient enough of an answer.

Why Was There a Gap in Your Employment?

Be prepared to discuss the gap (or gaps) on your resume by practicing your response aloud. Be honest but concise. Never feel pressured to provide personal information that would cross Human Resource boundaries, such as family, personal injuries, disabilities, marital status, etc. You can simply focus on your desire to upgrade your skills, gain more education, connect with community, or spend more time with family (in general).

What's Your Current Salary?

Don't panic! You could respond by inquiring about the company's budget for the role or provide a range that you are comfortable with based on your experience and training. This may require you to research job titles ahead of time via Salary.com or Department of Labor.

Questions About Your Goals

This is a good sign! Feel free to talk about any details you were able to research about the company that are relevant to your professional goals— including day-to-day responsibilities in the job description, the company's long-term vision, the company's expressed work culture, or upcoming targets the interviewer might have shared. Be specific.