

Resumés: Is Yours Telling a Compelling Professional Story?

Gone are the days when updating your resumé meant simply listing your most recent job responsibilities above your previous list of job responsibilities (and then running spell-check and clicking send.)

Today, to get recognized as the strong candidate that you are, you will want to take it a bit further. You will want to engage the readers of your resumé by telling your **professional story**.

A powerful way to do this is by **highlighting your unique accomplishments**, no matter how big or small and presenting this detail in a **compelling format**.

To help you effectively tell your professional story, we recommend a format such as the one in our example at the end of this article. It includes the following six content sections designed to illustrate your strengths and showcase your accomplishments:

1) Professional Attributes

First, clearly identify the **type of professional** that you are along with the **top 3 - 5 attributes** that uniquely contribute to making you a great hire.

For example, in our sample resumé below, Jamie A. Jobseeker is a *Financial Management Professional* with key strengths in *process improvements; budgets; forecasting; reporting & analytics; and CostPoint software*. The high-level competencies that make up Jamie's professional brand are immediately apparent. And by presenting them as such, Jamie is highly likely to have awakened the interest of his/her resumé reviewer.

2) Professional Profile

Next, include a **Professional Profile**. Leading your resumé with a well-written summary of your comprehensive experience and fundamental strengths is an impressive way to begin your professional story.

For example, in just four sentences Jamie A. Jobseeker clearly communicates his/her quantitative and qualitative experience, areas of specialization and expertise, industry knowledge, hard and soft skills, and recognitions received. Jamie's resumé reviewer is certain to keep reading.

3) Core Competencies

Expand on your 'Professional Attributes' and 'Professional Profile' content with a list of your **Core Competencies**. Think of this as the "*Featured Skills and Endorsements*" section of your LinkedIn profile. Present this in a clean, no-nonsense format, sans any fluff. In our sample resumé, Jamie chose to alphabetize the list. Alternatively, you may prefer to present your core competencies list in order of significance.

4) **Professional Experience**

Here is where you will want to list your relevant professional experience and accomplishments. Do this with a brief paragraph summarizing your role, job description and responsibilities for each position.

Follow this paragraph with a **bulleted list** of key accomplishments. This bulleted list isn't meant to be a regurgitation of your job description. Rather, use this space to **highlight where you excelled in the position**.

For example, focus on areas where you brought value, contributed to the bottom line, resolved issues, contributed to internal improvements, received recognition, etc.

5) **Education**

List any degrees, training, or certifications received and when and where you earned them. Oh, and if your GPA happened to have earned honors (e.g., *Cum Laude*, *Magna Cum Laude*, *Summa Cum Laude*), let it be known!

6) **Honors and Awards**

Remember, it is worthwhile to list your accomplishments, no matter how big or small. Jamie A. Jobseeker happened to receive special awards by each of his/her employers. Jamie also happened to be on the Dean's List all through college and was inducted in a nationally recognized honor society.

Yes, a lot of people have achieved the same or similar, but a lot also have not. Regardless, these honors and awards are part of Jamie A. Jobseeker's unique professional story, and add to the overall narrative.

So, the next time you go to update your resumé, we hope that you will use these tips and the sample resumé below to help tell your professional story.

And, after you take the time to create your uniquely compelling resumé, be sure to increase the likelihood of it rising to the top of the pile by submitting it with an [equally compelling cover letter](#).

Jamie A. Jobseeker

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Financial Management Professional

Process Improvement + Budgets + Forecasting + Reporting & Analytics + CostPoint Proficient

Professional Profile

Over 7 years of progressive accounts receivable experience with proven proficiencies in strategic planning, financial security maintenance, staff supervision, expenditure monitoring, variance identification, and negotiations/conflict resolution. Expert knowledge of CostPoint and GAAP. Strong ability to build and sustain collaborative relationships at all levels across the company and with clients and external partners. Recipient of several awards throughout career for team contributions and operational efficiency.

Core Competencies

Building Relationships	Industry Best Practices	Relationship Management
Confidentiality	Operations Management	SFAS Rules
Developing Budgets	Process Management	SOPs
Ethics and Integrity	Quality Improvement	Strategic Planning
Financial Software	Reporting & Analytics	Supervision
Forecasting	Research	Team Leadership
GAAP Compliance	Result Oriented	Training & Coaching

Professional Experience

XYZ COMPANY#2

Title

City, ST

Month/Year – Month/Year

Summary of Role:

Include a brief paragraph summarizing your job description and responsibilities.

Accomplishments:

*Include a **bulleted list** of key accomplishments in this role. Focus on areas where you brought value, contributed to the bottom line, resolved issues, contributed to internal improvements, received recognition, etc.*

XYZ COMPANY#1

Title

City, ST

Month/Year – Month/Year

Summary of Role:

Include a brief paragraph summarizing your job description and responsibilities.

Accomplishments:

*Include a **bulleted list** of your key accomplishments in this role. Focus on areas where you brought value, contributed to the bottom line, resolved issues, contributed to internal improvements, received recognition, etc.*

Education

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Bachelors of Science in Finance, 2010 – (GPA 3.89) *Summa Cum Laude*

COMMUNITY COLLEGE OF RHODE ISLAND
Associates of Business Administration, 2008 – (GPA 3.87) *Summa Cum Laude*

Honors and Awards

- ❖ Honored with Employee of the Month Award within three months of joining company, earning more written nominations than received by any other over the course of the program – *Year (XYZ Company#2)*
- ❖ Received Quarterly Team MVP Award – *Year (XYZ Company#2)*
- ❖ Presented with Unsung Hero Award by executive staff – *Year (XYZ Company#1)*
- ❖ Delta Epsilon Sigma National Honor Society, Inducted in 2010
- ❖ Dean's List, 2006–2010

References Available Upon Request

