




## Most Important Element Missing from Resumes

Your **personality** and **transferable skills** hold more weight on hiring decisions than qualifications.

|   |  |
|---|--|
|  | Most resumes list qualifications (skills and experience), but do not necessarily describe personality and transferable skills. So they end up looking <b>similar</b> .       |
|  | Most employers select resumes for interviews based on personality (including <b>attitude</b> ) and transferable skills. They spend a minute on your application.             |
|  | You can get the employer's attention with a Summary or Profile that includes adjectives and action words to describe your <b>unique</b> personality and transferable skills. |

Transferable skills are innate skills developed throughout life that can be applied to any new job or work environment. **Communication**, critical thinking, **teamwork**, adaptability, writing, relationship-building, creativity, enthusiasm, flexibility, conflict resolution, business acumen, work ethics, **punctuality**, and integrity are all examples of **transferable skills** that are useful to employers across various jobs and industries. Your greatest strategy for career success may be using what you already have.

Begin your resume with a **Summary** or **Profile**. This is the most important section of your resume and you must work very hard to write this part. It is a way to synthesize a unified portrait of yourself, professional and personal. Include as a snapshot:

- 1- Job-related skills and experience you have gained from previous employment, education, and training.
- 2- Your unique personality and transferable skills. (see **List of Adjectives** at the end)

Be honest when describing yourself and emphasizing your strengths. Ask your friends, family members, and previous employers if possible, how they would describe you. Crunch it down to **5 or less powerhouse sentences** directly related to the job you are applying for.

### Examples of Summary/Profile

*Certified IT Professional with 3 years' experience as Technical Support/Network Administrator. A **hardworking** and **friendly** person skilled in helping and training end users. Strong operating system and desktop support expertise. **Loyal** and **dedicated**, known to troubleshoot quickly with attention to detail. **Creative** problem-solver who thrives on challenges, excels under pressure, and gets the job done.*

*A **leader**, **writer**, **teacher**, **thinker**, motivational speaker, entrepreneur and business executive with proven abilities to develop strategies and execute plans to achieve world-class success. With over 25 years' experience in the education business, an **expert in marketing** and training people in the shortest time possible. Excellent at presenting solutions and **thinking ahead** by building upon past experiences. A **humanitarian** with a passion to learn, educate and reduce suffering of mankind.*

### Your Personality and Culture of a Company

Company culture can be defined as a set of shared values, goals, attitudes and practices that characterize an organization. It refers to the beliefs and behaviors that determine how a company's employees and management interact and handle business with people and other companies. Often, a company culture is implied, not expressly defined, and develops organically over time from the cumulative traits of the people it hires.

The key to job satisfaction is to find out your values, goals and attitude and find a company where you fit the best. So, if you sincerely like to help people and have a genuine concern of their well-being, you will not fit well in a company where profit is more important than people or customer service. If you like to make as much

money as possible by working longer hours, then a fast growing company provides you an attractive environment to thrive. As people spend 1/3 of their life at work, a little homework to figure out your own personality and research about companies will have lifelong benefits. **Persistence** and **confidence**, along with **goal-setting**, are main attributes that can get you whatever you want.

### List of Adjectives and Action Verbs

Please choose about 6 phrases that describes you accurately to use in your resume:

|                      |                                      |                             |                             |
|----------------------|--------------------------------------|-----------------------------|-----------------------------|
| Accelerated          | Dedicated                            | Leader                      | Reasonable                  |
| Accurate             | Dependable                           | Loyal                       | Reliable                    |
| Acquired             | Determined                           | Manage money or budgets     | Research skills             |
| Adaptable            | Direct                               | Manage people               | Resolute                    |
| Allocated            | Efficient                            | Mature                      | Resourceful                 |
| Ambitious            | Energetic                            | Meet deadlines              | Responsible                 |
| Anticipated          | Enthusiastic                         | Motivated                   | Responsive                  |
| Analytical           | Expressive                           | Multi-specialist            | Results-oriented            |
| Approachable         | Facilitator                          | Multi-tasker                | Self-motivated              |
| Arranged             | Fast paced                           | Negotiator                  | Service-oriented            |
| Assertive            | Flexible                             | Open-minded                 | Sincere                     |
| Attentive            | Focused                              | Optimistic                  | Speak well in public        |
| Authored             | Follow instructions from supervisors | Organize or manage projects | Spontaneous                 |
| Budgeted             | Friendly                             | Organized                   | Steady                      |
| Bottom-line oriented | Future-thinking                      | Outgoing                    | Supervise others            |
| Business-minded      | Get along well with others           | Patient                     | Systematic                  |
| Categorized          | Get things done                      | Persistent                  | Tactful                     |
| Career-minded        | Goal-oriented                        | Persuasive                  | Take pride in work          |
| Careful              | Good negotiator                      | Plan activities or events   | Team player                 |
| Cheerful             | Good sense of humor                  | Planner                     | Technically-minded          |
| Coached              | Hands-on                             | Positive                    | Tenacious                   |
| Collected            | Hard-working                         | Practical                   | Thorough                    |
| Communicator         | Helpful                              | Prevents problems           | Thrifty                     |
| Conducted            | Honest                               | Pride in doing a good job   | Time Management             |
| Confident            | Inquisitive                          | Priorities oriented         | Trainer                     |
| Consistent           | Inspected                            | Problem solver              | Trustworthy                 |
| Courteous            | Installed                            | Productive                  | Versatile                   |
| Creative             | Inventive                            | Project-oriented            | Well-organized              |
| Deadline-oriented    | (can work) Independently             | Punctual                    | Willing to learn new things |
| Decisive             |                                      | Quick Learner               | Write well                  |

So let your personality and transferable skills shine through on your resume and you will make the interview shortlist.