# Emphasizing Leadership in Resume

This playbook provides steps to effectively highlight and showcase leadership skills within a resume. It is intended for individuals looking to communicate their ability to lead and manage teams or projects.

### Step 1: Identify Skills

List all your leadership-related skills and experiences. Think about times you've led a team, managed a project, resolved conflicts, or motivated others. Include both professional and volunteer experiences.

### Step 2: Quantify Achievements

For each leadership experience, quantify your achievements. Use numbers and metrics to show the scale and impact of your work. For example, “Led a team of 10 in completing a project 20% under budget.”

### Step 3: Use Strong Verbs

Begin bullet points with strong action verbs that convey leadership and responsibility. Words like 'orchestrated', 'spearheaded', and 'cultivated' can be very effective.

### Step 4: Highlight Soft Skills

Include soft skills that are essential for leadership, such as communication, problem-solving, and adaptability. Where possible, provide context that shows how you've applied these skills.

### Step 5: Include Testimonials

Incorporate quotes or testimonials from supervisors, colleagues, or those you've led, if available. This adds credibility to your leadership claims.

### Step 6: Tailor to Job

Adjust your leadership examples to align with the job description. Emphasize the skills and experiences that are most relevant to the position you are applying for.

### Step 7: Format Strategically

Use formatting elements like bolding or italics to draw attention to key leadership positions or achievements. Make sure these highlights are easy to find at a glance.

### Step 8: Get Feedback

Have mentors or peers review the leadership sections of your resume. Ask for feedback on clarity and impact, and make adjustments as suggested.

## General Notes

### Consistency

Ensure consistency in the formatting and tense of your resume to maintain professionalism and readability.