

# Resume Writing Strategies

This playbook offers a structured approach to tackle common resume writing challenges, providing solutions for issues such as managing short-term employment, catering to career changers, and addressing outdated skills.

## Step 1: **Short-Term Jobs**

Handle short-term jobs on a resume by grouping similar temporary or freelance work under one section titled 'Consulting' or 'Freelance.' Include a time range and a list of key achievements. Do not list short-term roles you were not significantly invested in.

## Step 2: **Career Change**

Optimize a resume for a career change by focusing on transferable skills. Create a 'Professional Summary' section that clearly states the intention to change careers and highlights applicable skills. Use a functional resume format to emphasize skills over past job titles.

## Step 3: **Outdated Skills**

Address outdated skills by first removing any that are no longer relevant to your target job. Highlight continuous learning and current skills by including recent training, certifications, or education. Emphasize adaptability and willingness to learn new technologies or methodologies.

# **General Notes**

## **Additional Tips**

Tailor your resume for each job application, use strong action verbs, and quantify achievements where possible. Always proofread for errors and keep the format clean and professional.

## **Relevance**

Prioritize the most relevant experiences and skills for the job at hand. Avoid overwhelming the reader with less pertinent information.

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