
CRAFTING WINNING RESUMES

PRESENTED BY KELLY GADZINSKI, CAREER COACH, INTERVIEW COACH & RESUME WRITER



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SERIES

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**Win NOW and Win FAST
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**Wendy Enelow &
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- Hospitality and Entertainment
- Military, Government, and Nonprofit

Includes a carefully selected gallery of executive career documents written by top professional resume writers worldwide.

Wendy S. Enelow and Louise M. Kursmark

 **EMERALD**

KEY STEPS TO CRAFTING A WINNING RESUME

- Identify your target = write to the job you want
- Start with the WOW = strong, powerful headline and opening branding section
- Use the “big” and save the “little” = results focused (versus responsibility/task focused)
- Write with meaning and power = quantify results and lead with strong verbs
- Integrate critical keywords (from job postings)
- Write tight, lean, and clean = eliminate words, phrases, and introductions you don't need
- Always write in the first person
- Keep it to 1 or 2 pages – short and succinct – sufficient white space to ensure readability

REACH OUT VIA EMAIL OR LINKEDIN

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