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**STEVER
ROBBINS:**

Stever Robbins here. Welcome to the Get-It-Done Guy's Quick and Dirty Tips to work less and to do more. It's resume time!

I sure hope this isn't true for you, but lots of us are pounding the pavement looking for jobs. Oh, we thought we had nice stable employment. And then, wam! The economy collapses, bank CEOs get \$100 million bonuses, and we get to dust off our resumes. There's only one problem. Several million other people are dusting off their resumes at the same time. When your resume lands on someone's desk, you want that person to find your resume more impressive, more amazing, and more valuable than any of the other resumes.

Let's review some of the principles of writing good resumes. First of all, tell the truth. I know you're proud of that fictitious past you've created complete with endorsements from the queen. Drop it. Tell the truth. Lots of people lie on their resumes, and they often get found out. Even if it takes decades to discover the lie, you can get fired for it. And besides, it's just plain wrong. You wouldn't be happy if they lied about the salary they were going to pay you, would you?

Lead with specific action verbs. Listen to these. I worked on the hovercraft system, and designed, tested, and deployed hovercraft system. The second is much stronger. It starts with action verbs that are much more specific than "worked on." Since the subject of virtually every sentence in a resume is I, you can leave it out and go straight to the exciting verbs.

If your actions lead to impressive results, put those first. You're being hired for your results. Your work history only matters because it tells the reader a credible story about why they should believe you can produce those results. So, when their impressive, lead with the results. Reduced transportation costs for a zombie world domination army by 30% by creating hovercraft transport system. Designed, tested, and deployed hovercraft transport system.

By the way, if you want tips for cover letters, I created an audio program several years ago, where I walk through a real cover letter and rewrite it. The link to listen will be in this episode's transcript.

You must write your resume yourself. How do you create a truthful, action-oriented, results-driven resume? Eh, you could ask your parents, or your husband, wife, significant other, or

polyamorous family unit, but they'll only step in to save you if they're emotionally codependent, neurotic people-savers, like me. If, however, their therapy worked, and they're now sane, functioning, independent human beings, they may say something enlightened like, write your own resume, buckwheat. And so, you shall.

Use your to-do list to write your resume. So, where do you find a list of the amazing things you've done in convenient verb form? Simple, your to-do list. If you don't have one, well, you're out of luck. But if you do have one, there's no better place to look for a specific list of every action you've taken for the last forever months. You won't be copying to do items verbatim. Your to-do items might include wash socks and prepare marketing posters. Those don't belong in your resume quite like that. Scan your old to-do lists, and for each item, ask what project the item belong to and what results it produced for the company.

Wash socks, part of general morale building. It didn't produce specific results for the company, but since it allowed you to move out of your separate containment trailer back into the main office, you saved the company a small fortune in facilities expenses. Prepare marketing proposal, part of our new product launch. We made \$50,000 on the first day alone, when we stood on the street corner and gave people free samples. They loved the little bags the samples came in. No need to tell them those were my old, but washed, socks.

When you've scanned several lists, you'll have a general idea for what goes on your resume. Discard the things that are too small or too marginal, for instance, the socks. I'm not saying you have small feet, but even big feet aren't a big deal on a resume. But the marketing launch, that's another issue. Remember, that you'll start with results first, backed up with your specific actions. Made first day sales of \$50,000 through new product launch, prepared marketing posters, created innovative recycled product packaging, lowering packaging costs and contributing to our green initiative.

Save your to-do lists. In the unlikely event you don't already do this, set up a file for your old to-do lists, and at the end of the day, toss your to-do list in that file, instead of throwing them away. Or if you use a bound organizer system, save your old volumes, so you can review them for resume purposes. Once you've converted a list into resume material, you can throw away the list. I find it easiest to save them for about a year. Then, I update my resume or bio and toss the to-dos all at once.

Happy resume creating. Save your to-do lists. Use them to pull out the projects you've worked

on and the results you produced for the company. Put them into action verbs, specific sentences, and voila, your resume will be gorgeous, truthful, and specific. The other candidates won't stand a chance.

If you decide the current economy is a great excuse to retire, make sure to check out *Money Girl's Guide to Retirement* audio book on iTunes and Audible.com. This is Stever Robbins.

Find this episode's transcript with a link to the cover letter audio at

Getitdone.quickanddirtytips.com. Work less, do more, and have a great life.

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