

Checklist for a Successful Career Transition

SUCCESS-CATALYST

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Your Collateral Materials

- Resume
- Thank You Notes
- Portfolio
- Website

An Effective Resume

- Contact Information
- Objective
- Qualifications Summary
- Your Success Stories
- Employment History
- Education/Credentials

Chronological Resume

- Jobs in reverse chronological order
- Group success stories under appropriate job
- 3 – 5 stories for most recent 1 or 2 jobs
- 1 or 2 stories for older jobs
- Go back about 15 years
- Depending on your age, skip dates for education
- Go back about 15 years

Functional Resume

- Use if you are seeking to change fields or if for other reasons a chronological resume would be confusing
- Group success stories under functional categories
- Include a brief chronology of title, years, and employer

Electronic Resume

- Remember it will be read first by a machine, not a person
- Include keywords for the type of position you are interested in – they can simply be a section labeled “Keywords”
- Remainder can be either your chronological or functional resume