

# Write Great Résumés Faster

## Table of Contents

Acknowledgements .....	5
Foreword .....	6
Section One	
The Pre-Writing Process.....	8
Section Two	
General Tips.....	12
Additional Resources .....	16
Stay at the Keyboard.....	17
Take a Break .....	18
Writing Techniques.....	19
Strategies That Might Not Work For Everyone .....	20
Look For (And Find!) Inspiration .....	21
Inspirational Resources .....	23
Advice From Fellow Résumé Writers.....	24
Strategies to Get “Unstuck” .....	25
How to Research a New Profession.....	26
Section Three	
The “Write Faster” Mentality .....	27
Section Four	
Technology .....	29
Find Information Fast Online.....	32
Section Five	
Overcoming the Blank Page .....	33
Books To Add To Your Library .....	37
What Gets You “In The Zone”?.....	39
Section Six	
Better Questions Yield Better Résumés.....	41
Section Seven	
Finding Your Writing Voice as a Résumé Writer .....	47
Section Eight	
Writing Your Client’s Positioning Statement.....	49

Section Nine	
Finding Keywords.....	51
Section Ten	
Formula for Writing an Effective LinkedIn Headline .....	53
Section Eleven	
Writing a Client’s LinkedIn Profile Summary.....	56
Section Twelve	
Quick Reference Word Guides .....	58
Action Verbs .....	62
Personality Traits and Profile Descriptors.....	69
Appendix	
Top 10 Qualities Employers Seek... ..	72
Things Not To Do When Writing Résumés.....	73
Résumé Checklist .....	74
Creating a Creative Environment.....	76
Creativity Exercises .....	79
Free Writing Exercise .....	83
Final Thoughts .....	87