

IN THE
LOOP
OF A FLOURISHING CAREER

...

Chapter 8

Resource Pack

On the following pages you will find the exercises from Chapter 8 of the book
In the Loop of a Flourishing Career by Katherine Street

Resumé Builder - Overview

Date ___/___/___

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A well thought out and well-designed résumé is one of the most insightful documents you will ever produce. It befits you to put effort into making it honest, genuine and an authentic representation of you. Ongoing career maintenance will give you a wealth of information to include in your résumé continue to curate it so it shines. At a minimum update it every six months when you do Career Maintenance, but more often is even better as it is crazy how much we forget from one week to the next. Keeping your résumé updated also feels good as it helps you keep front of mind the progress you are making in staying in the loop.

Use the categories, spaces and questions provided to build, write and refine the information you include in your master résumé.

POTENTIAL HEADING: OVERVIEW

What have been particular high points in your career?
What are you particularly proud of?
When have you been the hero in your career?
What times have you felt really in the loop?
What is the theme that runs through the story of your career?
What elements of your career most impress others when you tell them?

POTENTIAL HEADING: OBJECTIVE

What is the next logical step for you as you build a sustainable and important career?
What would an ideal opportunity look like?
You wake up tomorrow morning to the most exciting career offer – what is it?
You can make one last career move then the work you do for the rest of your life will be frozen for all time – what will it be?
What is the career development that everyone in your field is looking for?
Without being humble what new opportunity will allow you to give your best to the world?



Resumé Builder - Capabilities

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POTENTIAL HEADING: CAPABILITIES

Go back to the skills, attributes and strengths exercises that you did in Chapter 4 - what things did you discover that you need to highlight so others know them?

What comes naturally to you that others sometimes struggle with?

What has your work history particularly equipped you to do well?

What things do you get complimented for in a work context?

What emerging capabilities do you want your next role to hone in you?



Résumé Builder - Work History

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HEADING: WORK HISTORY


Chronologically, from newest to oldest, list roles you have had.

List all you can remember, even though you may not include it in the final version of your résumé.

Include dates down to the month, but don't get hung up if you don't exactly remember, just get as close as you can.

Include volunteer or unpaid work, contract work, special assignments, things that may not be 'official' work, but gave you experience you draw upon in a work context.

Month / Year	Position Title
	Organisation / Department
	Core Duties
	Key Achievements
	Additional Notes
Month / Year	Position Title
	Organisation / Department
	Core Duties
	Key Achievements
	Additional Notes



Résumé Builder - Formal Learning

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HEADING: FORMAL LEARNING

Think broadly about the various ways you have engaged with learning. There will be formal learning you have undertaken, then there will be on the job, learning from a mentor, books you have read, online forums, webinars, podcasts... The list can become quite long and, again, you are unlikely to include everything in your final résumé and are likely to only list learning that is relevant – remember the test: Does this sell me in the way I want to be bought?

Start by listing, from most recent to oldest, the learning that has resulted in an official qualification (for example, university, college, TAFE).

Month / Year	Qualification
	Institution
	Special Awards (if appropriate)
Month / Year	Qualification
	Institution
	Special Awards (if appropriate)
Month / Year	Qualification
	Institution
	Special Awards (if appropriate)
Month / Year	Qualification
	Institution
	Special Awards (if appropriate)
Month / Year	Qualification
	Institution
	Special Awards (if appropriate)



Resumé Builder - Training

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POTENTIAL HEADING: TRAINING / PROFESSIONAL DEVELOPMENT

After listing your formal learning list additional training and professional development you have undertaken.

Month / Year	Details	Provider (may be self-directed)



Resumé Builder - Other

POTENTIAL OTHER HEADINGS

This is the spot where you put anything else that helps sell you in the way you want to be bought. Things such as professional memberships, volunteer organisations, board memberships, awards or significant achievements that are not included in learning or employment, hobbies or other activities that are relevant (and I stress relevant). Where you mention memberships include dates.



Resumé Builder - Referees

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POTENTIAL HEADING: REFEREES

This is a listing of people who can be contacted for further information regarding your skills, knowledge, experience, qualifications, personal attributes or potential. Choose your referees wisely. One poor reference will be very damaging. Many people can be suitable referees. They do not always need to be former managers or supervisors. Other possibilities include work colleagues, customers, trainers, teachers, coaches, fellow members of clubs or volunteer organisations, and personal referees. Include a minimum of two (2) referees and a maximum of six (6).

Include full contact details for all referees, and please contact each referee before including them. State your relationship to the referee in your resumé (for example, former manager, hockey coach, personal referee).

Name

Position

Organisation

Address

Telephone (mobile and landline)

Email

Relationship to you (e.g. former manager, current client, colleague)

Any relevant information (e.g. please advise prior to contacting this referee as they are unwell)

Name

Position

Organisation

Address

Telephone (mobile and landline)

Email

Relationship to you (e.g. former manager, current client, colleague)

Any relevant information (e.g. please advise prior to contacting this referee as they are unwell)