

THE TALENT BASED RESUME

Completion Instructions:

Primary Performance Talents. This is the starting point of the Talent-based Resume. This section looks to define your guiding core performance talents – the things you are naturally good at. You can define these either by taking a talent assessment and using the language provided in your results (<http://fireupyouremployees.com/discover-your-ideal-career/>), or if you are self-aware and are able to describe your natural abilities, summarize what you feel are your natural abilities. Limit these to four and include in the Primary Performance Talent section of the resume. See the example provided.

- 1. TALENT STATEMENT** Once you have identified your primary performance talents, explain how these abilities show in your performance and work habits. We use this information to start our assessment if your natural abilities are aligned to the abilities required to be successful in our job. (Ideally, if your abilities do not match those required for the job, this job is likely not a good fit and not right for your application.) Include this information in the Talent Statement section of the resume. See the example provided.
- 2. SIGNIFICANT EXPERIENCE** Summarize your major accomplishments and responsibilities that show your work style and talents in action. List only the important and meaningful work, roles, results and impact. Be specific. This helps us see your talents in action and start to assess what potential impact you may have in our workplace. Include this in the Significant Experience section of the resume. See the example provide.
- 3. SIGNIFICANT SKILLS** Summarize the specific skills you have learned and mastered, and will bring to the workplace. Remember, talents are natural abilities, skills are learned. Present any and all that you feel are meaningful for this job and will help us understand what you know and can do. Include this in the Significant Skills Section of the resume. See the example provided.
- 4. EDUCATION & ACCOMPLISHMENTS** Summarize your education and list meaningful accomplishments. These may be in work and/or life and share more of what you personally consider important and meaningful. Include these in the Education and Accomplishment section of the resume. See the example provided.

On the next page you will see a sample of a properly completed Talent-based resume. Using it as a guide, prepare each of the required sections. A copy of a blank formatted Talent-based resume follows the resume sample on page 3. Copy the form and update it with your information. When complete, please submit to hr@mccst.com.

57 TallTalk Way, Chattynooga, KS
Phone:870.555.1234
Email: hands4hire@flexitime.net

TALENT STATEMENT

My talents indicate a strong relationship focus, personal contact and internal energy approach to performance. Flexibility, optimism and open communication guide my decision-making, contribution and impact. My constant focus on responding to changing environments with a focus on achievement defines my approach to help companies achieve and succeed.

PRIMARY PERFORMANCE TALENTS (natural abilities):

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- Achievement and results focused (Winner)
 - Flexible and responsive (Adapter, Listener)
 - Connects easily with others (Relator, Caregiver)
 - High energy and positive outlook (Entertainer)

SIGNIFICANT EXPERIENCE (presented to show the impact of talents in the workplace):

Holt Hardware – Hardware Specialist

2006 until Present

- Developed new retail layouts based on customer communications, needs and changes to buying habits.
- Developed and implemented new product launches based on customer survey information.
- Invented, created and presented in store training to help other employees better respond to customer issues with practical and successful solutions.
- Invented, created and implemented *SuperThursdays* power selling program to bring in new customers.

Henderson Hardware – Retail employee

2003 to 2007

- Created monthly promotions and advertising for high margin products.
- Created customer survey process.
- Specialized in specialty hardware applications
- Taught hardware applications to contractors

SIGNIFICANT SKILLS (learned abilities):

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- Great telephone and face-to-face sales skills.
 - Time management, planning and organization.
 - Retail layout, product merchandising and organization.
 - Proficient with markup, discounting and markdown calculations.
 - Product ordering, receiving and storage.
 - Strong business writing including proposals and education programs
 - Proficient with Microsoft Windows, Adobe Photoshop and all Mac applications
 - Speaks Spanish and working knowledge of French

EDUCATION and Awards

Rochester Institute of Technology, Rochester, NY Graduated cum laude with BA in English 2002
Senior Class President, Captain of Football team, Beta Beta Psi member
Received national customer service award 2005 and Holt's highest performer 2006 and 2007

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Your Name

Address:

Email:

TALENT STATEMENT

My talents indicate...

PRIMARY PERFORMANCE TALENTS (natural abilities):

- -
- -

SIGNIFICANT EXPERIENCE (presented to show the impact of talents in the workplace): **Employer 1**

- Talent impact 1
- Talent impact 2
- Talent impact 3

Employer 2

- Talent impact 1
- Talent impact 2
- Talent impact 3

(Copy format for additional employment experience)

SIGNIFICANT SKILLS (learned abilities):

- Skill 1
- Skill 2
- Skill 3
- Skill 4
- Skill 5
- Skill 6

EDUCATION and ACCOMPLISHMENTS

Education institution, location, degree, year, grade point average

Activities that support talents and job focus, if any

Awards that support talent and job focus, if any