

# Mid-Career Resume Tips

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Greetings Mid-Career Professional,

It's often that I see job descriptions not edited with more substance. In other words, I see many resumes that are task oriented and not solution driven. While the responsibilities you held are very important, hiring managers and human resource professionals are looking for IMPACT.

In order to highlight IMPACT on your resume, I recommend you align your statements as close to the S.T.A.R. formula as possible. Granted not every single bullet can include every single thing, but I suggest you get as close as possible. Everything you say you are must be demonstrated. Every skill you say you have must be told through an application lens.

## Let's break down the S.T.A.R. accomplishment method:

**S**ituation – Provide a detailed background. Provide context. Where? When? Under what circumstances? Challenge? Environment?

**T**ask – What needed to be done? Why? Expectations? Function?

**A**ction – Elaborate on what you did specifically? How? What tools did you use?

**R**esult – What was the outcome and impact of your efforts? Accomplishments? Impact? Recognition? Savings? Quantify (#'s of people, places, things, pages, time, saved money, reduce costs, increase engagement, exceed goals, etc.)

**L**earned (bonus) – Skills / methods gained or learned?

*Note:* The STAR, bonus L method should also be used when interviewing.

Review these examples to help describe your own experiences.  
.....but please note these are ONLY examples meant for guidance.

**Analytical** – Evaluated and assessed x of x for x in order to x |  
*Examples:* Investigate, Observe, Data Analyze, Research

**Communication** – Trained x on company's x to ensure x using x |  
*Examples:* Negotiate, Teach, Influence, Mediate, Engage

**Global / Cultural** – Participated in x program in x (country) leading # multilingual | *Examples:* Competent, Led with, Forged common

**Teamwork** – Collaborated with a team of # for x to research and design x to meet the needs of x |  
*Examples:* Partner, Contribute

**Interpersonal** – Advised x while x in the x for x or Mentored x in x | *Examples:* Interpret, Foster, Cultivate, Relate, Understand

**Leadership** – Developed the concept for x which focuses on x | *Examples:* Spearhead, Guided, Appointed, In charge, Planned

**Critical Thinking** – Identified a problem with x and provided x in order to | *Examples:* Gathered data, Formed hypotheses, Established significance, Reached a conclusion

**Writing** – Drafted a # page grant proposal to x for x | *Examples:* Conceptualized, Recorded, Inscribed, Corresponded

**Organize | Administrate** – Coordinated trainings for x people within x departments in order to | *Examples:* Managed, Established, Used technology

*Quantify with numbers: Impact is understood when you include #'s because it provides depth, scope, and scale. \*\*\*Areas to consider: Length of Time, People (Ex: On a Team, In a classroom, On a project), Frequency (Ex: Daily, Weekly, Monthly, Quarterly, etc.), Scale (Ex: How much \$ saved. Increase or Decrease), Money (Ex: Budget, Cash), Pages in a Report, etc.*