

Build, Refine, Guide

FIELD TOOL

Build, Refine, Guide: The Strengths-First Resume Conversation. Use it in your next resume session. Spend the first ten minutes on the person, translate what you find into employer language, and end by handing the job seeker their story in their own words.

Build (10 minutes)

"Tell me about a time at work when you were proud of yourself." What I heard:

"What do people always ask you to help with?" What I heard:

"What hard thing have you gotten through lately?" What I heard:

Three strengths I heard, in plain words. Write them where the job seeker can see them.

1. -----

2. -----

3. -----

Refine (20 to 30 minutes)

One accomplishment bullet for each strength, with a result or number when possible:

1. _____
2. _____
3. _____

Key words from the job posting, so the resume can get through applicant tracking systems:

Any gap or barrier, named honestly in one sentence, then the pivot to what they are ready to do next:

Guide (5 minutes)

Read their strongest bullet back to them and ask, "How does it feel to see that?" Their answer:

Their top three strengths, said out loud in their own words:

Give them a sentence for the next rejection: "One employer's no is about fit, not about my worth." Or their own version:

One small next step:

Follow-up date: _____