BREATH AWAKENS · A TOOL FOR THE JOB SEEKER

The Resume, Built True

An honest resume builder, told from your center

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A complete kit for turning who you actually are into a resume that a machine can read and a human can feel. It gathers your real material, shows you how to shape it, hands an AI clear instructions to build it with you, gives you a clean template, and shows you one finished example. It is built for the same person the workshop was: the young, the displaced, the changing, anyone who has undercounted their own hand. It is a mirror of your real value, and it is held, from first line to last, with both hands: no inflation, no fiction, only the truth, told well.

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BEFORE YOU BEGIN

What This Is, and the Two Tools

This is one of two tools for the job seeker, and they work as a pair. The first, Finding Your Empty Center: The Predictive Reading, helps you find where to look: it reads your own answers forward into real, grounded directions in the world of work. This one, the second tool, helps you knock: it turns who you are into a resume that opens the door to those directions. Do the reading first if you can, so you build your resume toward work that actually fits your center. But this tool stands on its own, and you can use it right now.

HELD WITH BOTH HANDS

A resume is not a place to inflate yourself, and it is not a place to shrink. Both are lies. This tool will never help you claim a skill you do not have or a number you did not earn, because a fiction collapses in the first interview and costs you your name. And it will never let you undercount the real hand you hold, which almost everyone does. The whole craft here is one honest act: to take what is genuinely true about you and tell it clearly, specifically, and well.

The one thing that changed: two readers now

Here is the single most important fact about resumes today, and most people do not know it. Your resume is almost always read first by machines, before any human sees it. An applicant tracking system parses it into fields, and, increasingly, an artificial-intelligence layer reads it for meaning and ranks you against the job description. Only the resumes that survive that reach a person. So you are writing for two readers at once, and this whole kit is built to serve both: a clean, machine-readable structure and the real language of the job for the machines, and specific, human, honest detail for the person who reads you next. Serve one and not the other and you lose. Serve both, truthfully, and you get the interview the workshop prepared you for.

PART ONE · THE INTAKE

Gather Your Real Material

Before you write a single line of a resume, gather the raw truth in one place. Answer these as fully and honestly as you can; you will shape them later. If you have done the workshop, much of this is already in your Growth Log. Count everything. Most people undercount badly.

Breathe. Four rounds of the Grounding Breath before you begin. Arrive, then gather.

Who and where

Your name, the city and state you live in, your phone, your email, and any link that shows your work (LinkedIn, a portfolio, a site).

You do not need a full street address. City and state is enough.

The target

The role or roles you are aiming at. If you did the Predictive Reading, name the directions it pointed to.

Paste, or write out, one real job posting you actually want. You will build toward its true language.

A resume is built for a target, not for everyone. One master, then tailored to each.

Your why, in one line

In one sentence, why you do the work you are drawn to. This becomes the spine of your summary.

From the workshop, if you have it. Not a job title, a reason.

Your gifts and skills

Your hard skills: tools, software, systems, certifications, languages, anything concrete and nameable.

Your human skills: the relational strengths people rely on you for, listening, calm under pressure, teaching, selling, organizing.

These are real skills, and in an AI economy they are the durable ones. Name them plainly.

Your experience, most recent first

For each job, role, internship, or serious project, write four things: the title, the employer, the city, and the dates. Then, and this is the important part, list three to five things you actually did, and for each one, name what changed because you did it, and any real number you can honestly attach.

THE MOVE THAT MAKES A RESUME STRONG

Do not list duties, list results. Not responsible for customer service, but resolved 20 customer issues a week while keeping a 4.8 of 5 rating. The shape is always: a strong verb, what you did, and the outcome, with a real number wherever one honestly exists. If no number exists, name the concrete result plainly. Never invent a number. A specific true result beats an impressive false one, always.

Role 1: title, employer, city, dates. Then three to five results, verb plus what plus outcome plus any real number.

Role 2: title, employer, city, dates. Then three to five results.

Role 3, and any others, on your own page, in the same shape.

Your training, and the rest

Education and training: degrees, certificates, courses, and serious self-taught skills. Note anything in progress.

Everything else you have undercounted: volunteering, projects, side work, languages, community roles.

Volunteering and real projects count as experience. Include them.

PART TWO · THE METHOD

How to Shape It

Now turn the raw material into a resume. A handful of principles do almost all the work.

- **The summary.** Lead with value, not an objective. Open with a two or three line summary that says who you are and the value you bring, in the spirit of your why. Skip the old I am seeking a position objective; it wastes your best space.
- **The bullets.** Results, not duties. Rewrite every task as an achievement: strong verb, what you did, what changed, and a real number wherever one exists. This is the heart of the whole craft.
- **The numbers.** Quantify honestly. Numbers make a resume real to both readers. Use the true ones you have; never manufacture one. A plainly stated real outcome is strong on its own.
- **The tailoring.** Tailor to the target. Keep one master resume, then for each application mirror the real language of that job posting where it truly matches you, in your summary, skills, and first bullets. Do not stuff keywords, and never claim what you cannot do; modern AI screens for meaning and quietly penalizes stuffing.
- **The format.** Keep it machine-clean. Reverse chronological order, standard section names, a plain single column, a web-safe font at ten to twelve points, one inch margins, one or two pages. No tables, columns, text boxes, graphics, or icons, and keep your name and contact in the body, never in the header. These break the parser.
- **The integrity.** Tell the truth, specifically. In a flood of AI-written resumes, the specific, honest, human detail is exactly what now stands out to both the machine and the person. Your real story, told well, is your advantage.

THE OPERATOR'S SECTION

Instructions for the AI Mirror

How to build a strong, honest, tailored resume from the intake, held with both hands

This section is for whoever, or whatever, helps build the resume, and it is written especially for an AI asked to serve as the mirror. Follow it exactly and the AI helps a person tell their real value well. Ignore it and the AI does the one thing that ruins a resume and a reputation: it invents.

THE ONE VITAL RULE

Build Only From What Is True

Build the resume entirely from the person's own intake. Never invent a job, a date, a title, a degree, a certification, a skill, or a number they did not report. If something important is missing, ask for it, or leave a clearly marked placeholder for them to fill. A resume is a claim a person signs their name to and must defend in an interview. Your job is to make their truth shine, never to improve on it with fiction.

THE METHOD

How to Build It

1. Draft the summary from the why. Write two or three honest lines that open with what they do and the value they bring, carrying the spirit of their why sentence. No generic objective.
2. Turn duties into results. For each role, rewrite what they did as achievements: strong action verb, the action, the outcome, quantified only with numbers they actually gave. Where no number exists, state the concrete result plainly. Invent nothing.
3. Build a real skills section. List the hard and human skills they reported, favoring the ones that genuinely match the target job. Do not add skills they did not claim.
4. Tailor to the target, honestly. Read the job posting they gave and mirror its real language where it truly matches their experience, placing the key terms in the summary, skills, and first bullets. Do not stuff, and never assert a skill they lack. Modern screening rewards genuine meaning and penalizes keyword cramming.

5. Format for the machine and the human. Reverse chronological. Standard headings: Summary, Skills, Experience, Education. Single column, web-safe font, ten to twelve point, one inch margins, one to two pages. No tables, columns, text boxes, graphics, icons, or header-or-footer contact details. Deliver it as clean, copyable text.
6. Handle the hard cases with honesty. Career-changer: lead with transferable skills and a summary that names the pivot plainly. Little experience: count internships, volunteering, projects, coursework, and self-taught skills as real. A gap: never lie; a brief honest line, or a skills-forward emphasis, is enough. Truth, specifically told, survives the interview; a polished fiction does not.
7. Hand it back as theirs. Return the draft for them to check line by line against their own memory, and remind them: the resume opens the door, and the interview, which they can prepare for with the workshop, walks through it.

TWO READERS, ONE TRUTH

Write so the machine can parse and rank the person's real value, and the human who reads next can feel it. Clean structure and the job's true language for the machine; specific, honest, human detail for the person. Never lie, never stuff. In an age of AI-written resumes, a true and specific story is the rarest and strongest thing on the page.

CARE

The Person Comes First

A job search is tender, and often frightened. If the person is discouraged, reflect their real assets back until they can see them, because almost everyone undercounts. Never pressure, never inflate to make them feel better, and never let them sign their name to something that is not true. The kindest and most useful thing you can do is help them see, and state, how much they actually carry.

PART FOUR · THE TEMPLATE

A Clean, Machine-Readable Skeleton

Here is the structure, in order. Keep it single-column and plain. Fill each section with your real material from Part One, shaped by Part Two.

YOUR NAME

City, State · Phone · Email · LinkedIn or portfolio link

SUMMARY

Two or three lines: who you are, the value you bring, in the spirit of your why. Not an objective.

SKILLS

A compact list of real, relevant skills, hard and human, mirroring the target job's true language.

EXPERIENCE

Most recent first. For each: Title | Employer, City | Dates

- Result bullet: strong verb, what you did, the outcome, a real number where one exists.
- Three to five per role. Results, never duties.

EDUCATION

Degree or certificate | Institution | Year (or 'in progress').

OPTIONAL: VOLUNTEERING · PROJECTS · LANGUAGES

Real volunteering and serious projects count as experience. Include them when they help.

THE FORMATTING RULES, IN ONE PLACE

Reverse chronological. Standard headings exactly like the ones above. One plain column. A web-safe font (Calibri, Arial, Georgia, Garamond, Times New Roman) at ten to twelve points. One inch margins, half an inch at the tightest. One to two pages. No tables, columns, text boxes, graphics, or icons. Keep your name and contact in the body, not the header or footer. Save and send as a Word document unless the posting asks for a PDF, and if a PDF, make sure the text can be selected and copied.

PART FIVE · A SAMPLE

What Good Looks Like

Below is one complete sample resume, so you can see the principles in a finished piece. Everything in it is fictional, a made-up person for illustration, but it is built exactly the way yours should be: honest, specific, results-first, and clean enough for any machine to read. Notice the summary that leads with value, the bullets that name outcomes and numbers, and the plain single-column shape.

Sample follows. Fictional person, for illustration only.

JORDAN RIVERA

Columbus, OH · (555) 123-4567 · jordan.rivera@email.com · linkedin.com/in/jordanrivera

SUMMARY

Customer-focused professional who turns first-time buyers into loyal regulars through genuine listening and reliable follow-through. Five years building trust across retail sales and service, now focused on customer success and coordinator roles where empathy and clear communication drive retention. Comfortable with content and CRM tools, and a fast, willing learner.

SKILLS

Customer success · Relationship building · Active listening · Conflict resolution · Social content (Hootsuite) · CRM (HubSpot, basic) · Scheduling and coordination · Google Workspace · Bilingual: English and Spanish

EXPERIENCE

Senior Sales Associate | Northgate Auto Group, Columbus, OH | 2022 to 2026

- Grew repeat-customer sales 18 percent in one year by following up personally with every buyer after purchase.
- Resolved 20 or more customer concerns weekly while maintaining a 4.8 of 5 satisfaction rating.
- Trained 4 new associates on the customer-first approach; two became top monthly performers within a quarter.

Customer Service Representative | Bright Home Retail, Columbus, OH | 2020 to 2022

- Handled 60 or more customer interactions daily across phone, chat, and in person, de-escalating complaints calmly.
- Wrote short social posts for the store's local page that lifted weekend foot traffic during promotions.

EDUCATION

Associate of Science, Business Administration | Columbus State Community College | 2020

Google Digital Marketing Certificate | in progress

VOLUNTEERING

Weekly meal-service volunteer, local community kitchen, 2023 to present.

Notice what the sample does not do. It does not claim a degree the person did not finish, or a skill they do not have, or a number they did not earn. It does not decorate itself with graphics a machine cannot read. It simply tells one person's real value, clearly, results first, and it counts the volunteering as the experience it truly is. That is the whole craft.

A CLOSING WORD

The Door, and the Room Beyond It

A resume is only a door. Built true, it opens; but it is the person who walks through, into the interview and the work. So do not pour yourself into a perfect page and forget to prepare for the room beyond it. This tool and its companion, the Predictive Reading, get you to the threshold: one shows you where to knock, the other helps you knock well. The free workshop, Eight Talks, One Breath, prepares you to walk through, to interview settled, to persist, and to hold your worth.

And remember the one thing that matters most on the page and off it: the truth, specifically told, is your strongest asset. You do not need to be more than you are. You need only to see, and to state, how much you already are. That is enough to open almost any door worth walking through.

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Build it true. Tell it clearly. Then go and knock.