

Resume & Self-Assessment Writing using Context-Challenge-Action-Result (CCAR)

Length: 2 Hours

COURSE CONTENT

Writing a Resume

- What to include
 - Positions
 - How to handle gaps
 - Training courses
 - Page limits
- Writing the job description
 - Applying Context-Challenge-Action-Result (CCAR) to a job description
- Case Study and workshopping the resume

Writing the Executive Core Qualifications (ECQ)

- Including the 22 competencies
- Writing an ECQ Statement using CCAR

Writing a Self-Assessment

- Selling your skills and accomplishments
- Applying CCAR
- Case Study and workshopping the Self-Assessment