

Passion2Profit

ENTREPRENEURIAL RESUME

Complete each section of the resume in sequence, ending with identifying your gaps and creating an action plan.

1. My Personality Traits

Review the list of core positive personality traits below that are typical of successful business owners/entrepreneurs. Mark your confidence level in each one by using the traffic light system. **GREEN** indicates you are confident with your skills and/or experience, **ORANGE** indicates you have some skills or experience but still have some work to do, **RED** indicates you have little confidence in your skills and/or experience in this category.

Tip: If you have problems being objective, ask someone who knows you really well to tell you what they think your positive traits are.

- | | | |
|---|---|--|
| <input type="radio"/> BRAVE | <input type="radio"/> SENSIBLE RISK TAKER | <input type="radio"/> SELF-MOTIVATED |
| <input type="radio"/> WILLING TO DELEGATE | <input type="radio"/> ACCOUNTABLE | <input type="radio"/> PERSUASIVE |
| <input type="radio"/> ENERGETIC | <input type="radio"/> ENTHUSIASTIC | <input type="radio"/> RESILIENT |
| <input type="radio"/> ORGANIZED | <input type="radio"/> MONEY-MINDED | <input type="radio"/> STRATEGIST |
| <input type="radio"/> PRODUCTIVE | <input type="radio"/> CREATIVE | <input type="radio"/> KEEPS UP WITH TRENDS |

Add any additional personality traits you possess that you believe will be useful in running your business.

_____	_____
_____	_____
_____	_____
_____	_____

2. My Work/Life Experiences

List the top 5-10 work/life experiences you've had that you feel will help you the most in running your business.

Tip: These could be paid or voluntary or home maker experiences. Personal situations you've had to deal with or overcome. Think about clubs and teams, too – online or offline.

_____	_____
_____	_____
_____	_____
_____	_____

3. My Business Skills

Using the traffic light system, indicate your confidence level with the following business skills.

- INDUSTRY RESEARCH
- CUSTOMER SERVICE
- CUSTOMER FULFILLMENT
- OFFICE TECHNOLOGY
- BOOKKEEPING
- TAX/GST RESPONSIBILITIES
- STRESS MANAGEMENT
- SUPPLIER MANAGEMENT
- PRICING DEVELOPMENT
- QUALITY CONTROL
- PROCESS IMPROVEMENT
- RELATIONSHIP BUILDING
- MARKET RESEARCH
- MARKETING (brand strategy)
- MARKETING (copywriting)
- TECH (phone apps)
- GOAL SETTING
- LEGISLATIVE MANAGEMENT (ie licensing, insurance)
- UNDERSTANDING OF CONTRACTS
- PRESENTATION SKILLS OR PUBLIC SPEAKING
- TEAMWORK
- LEADERSHIP
- SALES
- BUSINESS WRITING
- CONFLICT MANAGEMENT
- TIME MANAGEMENT
- BUDGET DEVELOPMENT
- ADMINISTRATION
- INVENTORY MANAGEMENT
- PROJECT MANAGEMENT
- NEGOTIATION SKILLS
- ADVERTISING
- STRATEGIC PLANNING
- MARKETING (social media)
- MARKETING (using images)
- TECH (website)
- WORKFLOW/PROCESS MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- BUDGET DEVELOPMENT AND MANAGEMENT

Add any further skills you'd like to include.

4. My Technical Skills

Are there any specific technical skills or qualifications you need to better serve your industry and supply your product or service? For example: a photographer needs to learn how to operate a camera, a plumber needs to have the appropriate certificates. Using the traffic light system, list those technical skills you already have **GREEN**, those you are working on **ORANGE**, and any you are still to acquire **RED**.

Tip: Include technical skills you already have which may not have an obvious linkage to your business idea. The process may bring up some new ideas or create connections you aren't already aware of.

<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____

5. Gap Analysis

Review the sections above, looking for **RED** items. Of those items, prioritize the **top 3 things** you'd like to start working on first. List all 3 items below, and **identify 3 steps you can take to address each gap**.

Tip: Perhaps you'll take a course, read a book, gain experience via a paying job, shadow a colleague, join a group, book an appointment with an expert, practice a dormant skill, plan to employ a specific resource, etc.

Top 3 Gaps	3 Actions Steps	Start Date
1.	1. 2. 3.	
2.	1. 2. 3.	
3.	1. 2. 3.	