



Upgrade: Alternative Résumé (Enhanced with Relational Intelligence)

Design for Capability. Not Perfection.

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Purpose

Traditional résumés look backward.

They focus on:

- job titles
- timelines
- linear careers

But careers today are not linear and potential is not defined by the past alone.

This template shifts the focus to:

- who you are today
- what you can do now
- and where you are going

How to use this template

This is not about rewriting your past.

It's about reframing it.

Focus on:

- relevance over chronology
 - capability over titles
 - clarity over perfection
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Alternative Résumé Structure

1. Future-Focused Profile

(3–5 lines)

👉 Who are you today—and where are you going?

Template:

A [skill/strength]-driven professional with a background in [relevant experience or field], currently focused on [target role/industry]. Known for [2–3 strengths], with a strong ability to [key capability]. Now seeking to contribute to [type of role/company] where I can [impact].

Example:

A results-driven professional with a background in operations and project coordination, currently focused on re-entering the workforce in a project management role. Known for strong organizational skills, adaptability, and stakeholder communication, with the ability to manage complex priorities effectively. Now seeking to contribute to a dynamic team where I can drive execution and deliver measurable outcomes.

2. Current Skills & Capabilities

Focus on what you can do now (not what you did 10 years ago)

Examples:

- Project coordination & execution
- Stakeholder communication

- CRM tools (Salesforce, HubSpot, etc.)
 - Data analysis & reporting
 - Agile / Scrum fundamentals
 - AI tools / digital literacy
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3. Recent Learning & Certifications

👉 This is critical for returners

Show:

- upskilling
- initiative
- relevance

Examples:

- Salesforce Trailhead Certification
 - AI & Digital Transformation Workshop
 - LinkedIn Learning (Project Management / Data Skills)
 - Sustainability / ESG fundamentals
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4. Relevant Experience (Reframed)

This is where transformation happens.

Do NOT just list roles.

Translate them.

Example Format:

Experience Title (Reframed)

(e.g., Family Operations Manager / Volunteer Project Lead / Career Break with Continuous Learning)

What you did:

- Managed [tasks/responsibilities]

- Coordinated [people/processes]
- Delivered [outcomes]

Skills demonstrated:

- organization
 - problem-solving
 - communication
 - adaptability
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Example:

Family Operations & Project Coordination (Career Phase)

- Managed complex daily operations, including scheduling, budgeting, and logistics across multiple priorities
 - Coordinated activities, appointments, and responsibilities for a household environment
 - Developed strong problem-solving, adaptability, and organizational skills
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5. Professional Experience (If Applicable)

👉 Include past roles—but keep them concise

Focus on:

- impact
 - relevance
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Example:

Marketing Coordinator | Company Name

- Supported campaign execution and coordination
 - Managed internal communication across teams
 - Contributed to project delivery timelines
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6. Key Strengths

Make strengths visible and explicit

Examples:

- Structured and organized
 - Strong communicator
 - Resilient and adaptable
 - Fast learner
 - Solution-oriented
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7. Portfolio / Proof (Optional but Powerful)

👉 Show evidence

- project examples
 - presentations
 - case studies
 - LinkedIn profile
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8. References (Fresh & Relevant)

👉 Not only former managers

Include:

- mentors
 - program leads
 - project collaborators
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9. Work Style & Relational Strengths (NEW – HIGHLY DIFFERENTIATING)

Purpose

Beyond skills, every professional brings:

- a way of communicating
- a way of handling pressure
- a way of building trust

This section makes that visible.

Template: Work Style & Relational Strengths

How I Work Best

- I perform best in environments that are:
[e.g. collaborative, structured, fast-paced, flexible]
 - I add the most value when I can:
[e.g. organize complexity, support teams, drive execution]
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Communication Style

- I communicate:
[directly / thoughtfully / structured / empathetic]
- In teams, I naturally:
[listen / coordinate / align / clarify]

(Derived from relational intelligence concepts)

How I Handle Challenges

- In high-pressure situations, I:
[stay structured / prioritize / seek clarity / adapt quickly]
 - When facing uncertainty, I:
[ask questions / test solutions / collaborate]
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Collaboration & Relationships

- I build trust by:
[consistency / transparency / reliability]
 - In team dynamics, I tend to:
[connect people / create structure / support others]
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Growth Edge (Self-Awareness)

This is VERY strong if included

- One area I am actively developing:
[e.g. speaking up earlier / delegating / confidence]

For Hiring Managers – How to Read This Résumé

Seeing Capability Beyond the Timeline

Traditional résumés are designed to answer one question:

What has this person done before?

This résumé is designed to answer a different and more relevant question:

What can this person do today, and how will they operate in your team?

1. Start With Capability, Not Chronology

Do not begin with the timeline.

Begin with:

- **Current skills**
- **Recent learning**
- **Clarity of direction**

These are stronger predictors of performance than past job titles.

2. Read experience as evidence – not as status

Titles do not equal capability.

Instead, ask:

- What problems has this person solved?
- What responsibilities have they carried?
- What skills are visible across different contexts?

Experience may look non-linear. Capability often isn't.

3. Pay Attention to Learning Agility

Candidates returning to the workforce often demonstrate:

- self-driven learning
- upskilling
- adaptability

These are not gaps.

They are indicators of **future performance**.

4. Evaluate the Work Style & Relational Strengths Section Carefully

This section reflects how the person will:

- communicate
- collaborate
- handle pressure
- build trust

These are not “soft skills.”

They are **operational behaviors** that directly impact team performance.

Research and practice show that how people relate, communicate, and respond under pressure shapes outcomes just as much as technical skills.

5. Look for self-awareness — It signals growth potential

When a candidate can clearly articulate:

- how they work
- where they add value
- what they are developing

you are not looking at a weakness, you are looking at: a high-growth professional

6. Do Not Over-Index on Career Gaps

A gap does not mean absence of value.

Instead, ask:

- What capabilities were developed during this time?
- What perspective did this person gain?
- How have they evolved?

The absence of a title does not mean the absence of growth.

7. Ask the Right Question

Instead of:

“Does this profile perfectly match the past?”

Ask:

“Can this person deliver in this role today and grow with us tomorrow?”

8. Adjust Your Evaluation Lens

If you evaluate a non-linear profile with a linear lens:

you will miss talent.

This résumé requires:

- curiosity
 - openness
 - and a focus on **potential, not perfection**
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“If you only hire for continuity, you will miss capability.”