

STEP-BY-STEP RESUME BUILDING GUIDE FOR NEURODIVERGENT ADULTS

Whim Neurodivergent Incorporated

01. Understand Your Strengths

Tip: Start by listing your skills, accomplishments, and experiences. Use a strengths-based perspective to highlight what makes you unique.

Autistic Adults: Focus on your ability to notice details, your dedication to accuracy, and your deep knowledge in specific areas.

ADHD Adults: Highlight your creativity, energy, and ability to think outside the box.



02. Choose your Resume Format

3 Main Resume Format Types:

1. Chronological: Best if you have consistent work experience.
2. Functional: Focuses on skills rather than job history, ideal for gaps in employment.
3. Combination: Merges skills and work history effectively.

Autistic Adults: Consider a functional or combination format if traditional structures feel limiting or if your work history includes freelance or part-time roles.

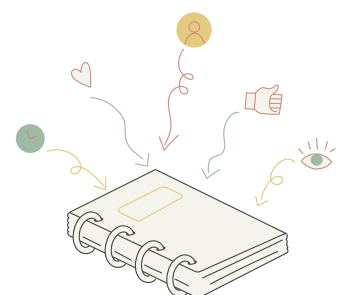


03. Use Clear and Direct Communication

Avoid jargon or overly complex words. Make it easy to read.

Use action verbs like "managed," "developed," or "designed."

Autistic Adults: Leverage your precision by being specific about achievements (e.g., "Achieved 98% accuracy in data analysis").



04. Include a Skills Section

Create a bulleted list of technical and soft skills relevant to the job.

Autistic Adults: Emphasize special interest/research proficiency and subject matter expertise.

ADHD Adults: Include adaptability, teamwork, and multitasking abilities.



05. Tailor Your Resume for Each Job

Match your skills and experience to the specific job description. Use similar key words to ensure the job description matches your resume.

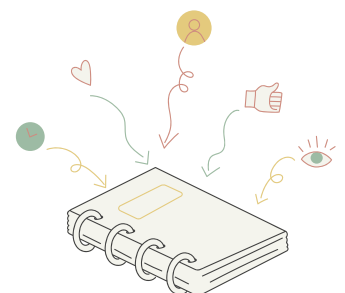
Autistic Adults: Systematic thinking can help align your resume precisely with the job's requirements.



06. Add a Summary or Objective

Write a brief, compelling statement at the top of your resume that highlights your goals and strengths.

ADHD Adults: Keep it concise and focused to avoid overwhelming readers.



07. Focus on Achievements, Not Just Duties

Use numbers and concrete outcomes where possible (example: "Increased efficiency by 20%").

Autistic Adults: Showcase your ability to work independently and produce results.



08. Consider Accessibility for the Reader

Use clean, simple formatting with consistent fonts and spacing to allow easy readability.

Avoid visual clutter like excessive graphics or colors.

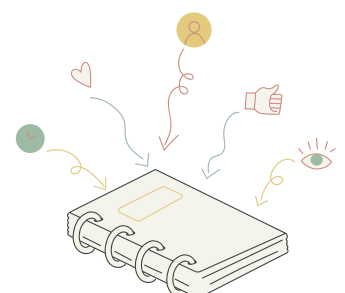
Autistic Adults: Simple layouts can reduce sensory overload.



09. Address Employment Gaps Proactively

List volunteer work, freelance projects, or personal growth periods.

Autistic Adults: Emphasize self-directed projects or independent study in your field of interest.



10. Practice Self-Advocacy

Consider including a brief "Key Strengths" section to describe traits such as attention to detail, loyalty, or unique problem-solving approaches.

Autistic Adults: This is an excellent opportunity to introduce positive aspects of your neurodivergence (if comfortable).



11. Get Feedback

Share your resume with trusted friends, mentors, or job coaches for review.

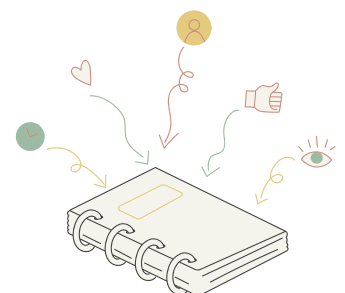
Autistic Adults: Objective feedback can help refine your presentation and ensure clarity.



12. Keep it Concise

Limit your resume to one page (or two if you have extensive experience).

ADHD Adults: Avoid unnecessary elaboration to keep readers engaged



13. Proofread Thoroughly

Check for spelling, grammar, and formatting errors multiple times.

Autistic Adults: Your attention to detail is a great asset here.



14. Use Technology to Your Advantage

Tools like Grammarly or spell-checkers can assist with writing.

Resume builders can simplify formatting and organization.

ADHD Adults: These tools can help streamline the process and reduce overwhelm.

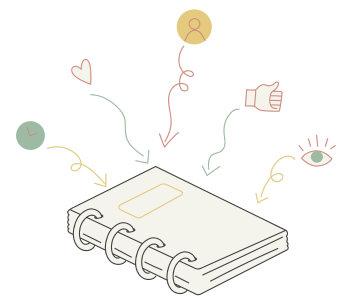


15. Leverage Strengths in the Cover Letter

Write a personalized cover letter to complement your resume, showing genuine enthusiasm for the role.

Autistic Adults: Use structured outlines to organize thoughts.

ADHD Adults: Keep it focused on the key reasons you're excited about the opportunity.



**Additional Resources Provided by
Whim Neurodivergent Incorporated**

- Job coaching programs.
- Templates designed for neurodivergent individuals.
- Networking groups or communities that cater to your industry or neurotype