

THE PERFECT RESUME

The right resume can open doors for you. However, creating the perfect resume for the position you hope to acquire demands attention to a variety of different aspects. It's not simply a matter of listing your achievements. You must develop the right tone, provide the most pertinent information and present your accomplishments in an accessible form.

Aim For Brevity

You may have spent decades tackling a wide variety of tasks that would impress any interested employer. However, a lengthy resume full of detail can sometimes work against you. Always keep in mind that an employer is doing their hiring in addition to a number of other important duties. Your task is to grab attention by being crisp, succinct and on-target for the position you are hoping to achieve. Save the details for the phone or in-person interview. Try to be as brief as possible, while suggesting the breadth of your experience.

Focus Your Achievements For the Job

Applicants should always do as much research as possible for a position, understanding what the company does and how the position contributes to the overall success of the enterprise. He or she can then focus current accomplishments to the needs of the job. In this way, a resume stands out from the others, and the prospective employer can easily see how you fit in with the company.

Avoid the "Nothing" Words

Remove repetitive words and vague language that does not help the prospective employer to get a clear picture of your work duties or accomplishments at previous companies. Be as specific as possible about what you did at the company. Instead of self-congratulatory adjectives, stick to clear, active verbs.

Include Hard Data

If your contribution was critical to the implementation of a new sales campaign or productivity strategy, provide the data on increased sales and project completion. Cite the specific effects of your management on team goals. Be specific about how your work affected the overall results in your previous positions.

Include Your Awards or Special Recognitions

If your efforts have been recognized at previous companies, or you have published articles in trade journals or other publications, ensure that you include it on your resume. It is not important whether the employer knows the awarding body or understands the meaning of the recognition. The fact that others have valued your work is a significant factor in your odds for getting hired.

Polish Grammar and Spelling To Perfection

Don't let all your hard work on the resume be undermined by spelling errors or poor grammar. Reread and spell-check the resume several times before sending it to employers. It's always a good idea to ask someone else to look it over for errors to ensure that you have not missed any glaring grammar problem that may have been missed by other efforts.

Express Why Someone Should Hire You

A short 40 to 50-word summary of the unique qualities you would bring to the position will give the prospective employer a tangible way to think of you for the job.

Author unknown