

THE BOTTOMLESS CLOSET - WORKSHOP OCTOBER 2009

UPDATING YOUR RESUME FROM TOP TO BOTTOM

FROM THE TOP: NAME, ADDRESS, CELL PHONE, LAND LINE, PERSONAL E-MAIL ADDRESS – bold easy to read type

CREATE A STATEMENT – In a couple of sentences describe skills and abilities detailed in the body of the resume, along with some personal professional attributes. Do not use the word seasoned! The words experienced, professional, have expertise in, etc. make a stronger statement, are more specific and do not sound old. Write this portion after the resume is written.

THE MIDDLE;

THE BODY OF THE RESUME:

COMPANIES WORKED FOR, MOST RECENT FIRST – Title, department, title of supervisor, position description with responsibilities, actions and results achieved. The words “responsible for” do not convey any meaning of the scope of the job or details.

THINK ABOUT YOUR CORE SKILLS and where you acquired them, and where you used them. For instance computer skills, language skills, phone skills, customer service ability, presentation skills, communication skills, etc. Write them down, they will be used in the statement and in the job descriptions.

WRITE DOWN JOB ACCOMPLISHMENTS FOR EACH POSITION- how did you handle situations, stress, deadlines, troubleshooting, high volume of calls or office visitors. Do you see a pattern in what you have done? Do you see growth from one job to the next – more responsibility, more results, quantify level of responsibility.

LIST ALL JOBS WITH DATES OF EMPLOYMENT – Month and Year. If positions were long term the years are fine. If the positions were temp or contract roles put that in the resume, along with temp or contracting agency worked for.

FOCUS JOB DESCRIPTIONS FOR THE PAST 10-15 YEARS – discuss the recent accomplishments using bullet points, but include past history with a comment most relevant to current work history.

THE BOTTOM;

EDUCATION: INCLUDE DATES OF GRADUATION – if you don't, it looks as if you are trying to hide something, and it is a red flag to employers. Include training courses, certifications, language skills, technical skills.

PROFESSIONAL AFFILIATIONS, VOLUNTEER ACTIVITIES – with details on the activities that show involvement and leadership skills,
HOBBIES

OMIT “REFERENCES UPON REQUEST” – it is a meaningless statement.

MAKE IT EASY FOR A POTENTIAL EMPLOYER TO UNDERSTAND THE TACTICS OF WHAT YOU DO AND THE STRATEGY BEHIND YOUR WORK – HOW DOES IT AFFECT THE COMPANY AND/OR OTHER DEPARTMENTS IN THE COMPANY– THOSE ARE THE RESULTS PART OF THE DISCUSSION. You just don't input data, you input data on a timely basis so it can be used for decision making, or information gathering by someone else – who and how does it benefit those who use the data you input. This is how you should think about conveying information on your resume. Then the resume becomes a powerful tool!

Updating a resume is about rethinking past experiences and describing them in a contemporary manner that reflects the mature thinking about the work that is current and the work that was past and led to successes.