

A SNAPSHOT OF YOU!

NOW'S THE TIME TO UPDATE YOUR RESUME!

By: Carol Ashby, CTS



WITH record unemployment, now is the time to take a closer look at your resume, just in case. Your resume should be a snapshot of your career, and usually it's the only representation most employers will have of you before making a decision to interview or not interview. Did you know that hundreds of candidates apply for just one opening when an employer lists a position on Monster, CareerBuilder or HotJobs? So, you've got to make sure your resume is perfect and gets attention! Here are a few tips to consider:

THE OPENING: Make sure your resume instantly provides a descriptive punch line to reflect your experience in a brief, hard-hitting opening statement to highlight your best points (i.e., "Enthusiastic Staffing Manager with 100% Sales Growth Record"). List any measurable or outstanding accomplishment right away.

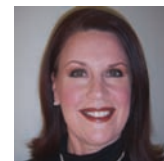
BE SPECIFIC: Your job search will be more successful if your resume targets a specific field instead of being a "one size fits all." Research various positions to gain an understanding of what you want to do as well as the qualifications employers are seeking. Be sure you have the transferrable skills and experience that will enable you to succeed on your targeted career path.

KEEP IT CURRENT: Job changes, promotions and expanded responsibilities need to be listed. Even if you have remained in the same job for years, you've probably received training or achieved goals to make you stand out from your competitors (other job seekers). List any training programs you've begun, even if you haven't completed them. This will show your commitment to developing your career.

PROOF, EDIT, THEN EDIT SOME MORE: As you add information to your resume, remove any non-relevant experience that has become outdated unless you plan to return to your former entry-level jobs held right out of high school or college. Today's employers are extremely busy and prefer to read a one-page resume whenever possible.

You must proofread your resume and then have someone else proofread it for you. A resume with errors says to prospective employers that you may not pay attention to detail on the job. Many employers will immediately skip over a resume that has even one misspelled word or poor grammar.

KEEP IT UPDATED: You should refresh your resume throughout the year. You never know when an opportunity may present itself and you'll want to be ready!



Carol Ashby, CTS, who lives in Huntersville, has been in the staffing industry since 1991 and has placed temporary and temp-to-hire employees with large and small businesses throughout the US. She is the director of marketing and sales for Debbie's Staffing, the largest staffing firm based in North Carolina, with offices in 19 cities in 9 states. Contact her at 704-996-4757.

“YOUR RESUME SHOULD BE A SNAPSHOT OF YOUR CAREER,

AND USUALLY IT'S THE ONLY REPRESENTATION MOST EMPLOYERS WILL HAVE OF YOU...”