

## NEW YEAR, NEW RESUME

If your new year's resolution is to get a raise or find a job you truly enjoy, the best thing you can do is create a brand new resume. The new year is the perfect time to get a fresh start with a resume that showcases your professional skills.

In today's economy, you need to make your resume stand out from the crowd; there may be hundreds of people applying for the job you want to land. Instead of tacking a few lines onto the same shoddy old resume you've been using for years, use these tips to create a better, more polished resume.

### 1. Know what you want to do.

Knowing what you want to do is the key to creating a truly professional resume. **There is no one-size-fits-all resume.** The internet has made it possible to research every job imaginable. When you don't tailor your resume to the job, you come across as someone who has sent out a hundred resumes, willing to take any job at all.

Before you start writing, think about the job or jobs you really want to have. Then design your resume to fit that job. If you're looking for a job within the industry in which you currently work, highlight your industry-specific skills and strong job qualifications. If you're looking for a job outside your industry, look for ways to emphasize your transferable skill or applicable experience. **Write a resume that shows you know what you want—and are willing to work to get it.**

### 2. Know what recruiters are looking for.

This sounds complex, but it's not rocket science. **Search online to find job descriptions or ads that detail the type of job you're interested in.** Make notes of common words or phrases, like "advanced project management skills required" or "channel development experience a definite plus." If there is a specific job you are considering, pay close attention to the wording used in the job description.

Once you have a list of job requirements, **design your resume to show how you meet those needs**. If they're looking for project management skills, list project management in your skill set. Then follow it up in your work experience by highlighting a project you managed and how it was successful. For example:

*Led **\$450K** software implementation project across four locations and 850 staff. Completed implementation **on time and under budget**.*

### **3. Highlight your accomplishments.**

A common mistake is listing too much information under each job listing. **The average resume receives less than ten seconds of attention from each recruiter**. They have hundreds of resumes to go through, they don't have time to wade through paragraphs of text to find the one thing you did that is relevant to their job opening.

You can **make your resume stand out immediately by highlighting your accomplishments**. Determine your top five accomplishments over your career. Link each accomplishment to a skill. Then showcase those accomplishments at the top of your resume, before your work experience. When you make it easy for the recruiter to see your skills, you also make it easy for them to hire you—instead of your competition.

### **4.**

Get your career off to a good start in the new year by investing some time in a resume rewrite.

**Marie Bouvier** is a professional resume writer and editor with **WordSculpture**. As a former recruiter, she has the inside track on how to make your resume shine. See more of her resume tips at [www.wordsculpture.com](http://www.wordsculpture.com)