

## **Economic Downturn? Ramp Up Your Resume**

If you don't think about your resume until you are ready to apply for a job, then you're too late. A resume is one of the most important things you'll ever write, and having a good one can make the difference between getting the job—and getting an unemployment check.

When the economy hits a downturn, the smart thing to do is be prepared. Have your resume ready, and you'll be a step ahead of the competition, no matter what happens on the job market.

Use these tips to ramp up your resume.

### **1. Summarize your skills.**

The average recruiter spends less than ten seconds scanning a resume before deciding whether to toss it or keep it. When you look at your resume, does it make an impact that quickly? Chances are, it doesn't.

The easiest way to change that is to include a section that summarizes your job skills. Use keywords that show you have job skills that impact the bottom line. Some examples include: process improvement, revenue growth, and project management. Avoid vague keywords like: team player, people-oriented, and hard worker.

### **2. Highlight your accomplishments.**

Many people assume that a recruiter will take the time to read every word about your prior jobs. But many jobs in this economy have hundreds of applicants, so recruiters have to be able to find the best candidates quickly.

Your resume will have a much better chance of going to the top when you take the time to highlight your accomplishments for each job. Use bullet points to set your best achievements apart. Make them quantifiable (such as dollars saved, percentages earned, or budgets managed) and/or related to business goals

### **3. Edit, edit, and edit again.**

Edit and proofread like your job depends on it, because it does. Recruiters are looking for any reason to eliminate resumes from the pile; careless spelling or editing on your part can easily mean that you won't get the job.

Because you're already familiar with your job skills and accomplishments, you may not see the errors that others would. Enlist a friend to help edit your resume. Or try to make the resume look different when you're ready to edit: print it out on a different colored paper or in a different font, read page two before page one.

The time you invest in updating your resume is like money in the bank. No matter what happens, you'll be prepared to hit the ground running on your next job search.