

Ten Keys to an Exceptional Resume

To help you construct a better, more powerful resume, here are some overall considerations with regard to your resume's content and presentation:

Position Title and Job Description: Job titles can be misleading or their function may vary from one company to another, so provide your title, plus a concise explanation of your duties and scope of responsibilities.

Clarity of Dates and Place: Document your work history and educational credentials accurately. Don't leave the reader guessing where and when you were employed, or when you earned your degree. The reverse chronological layout continues to be the preferred format by most employers.

Employer Details: Let the reader know the size and location of your past employers, and the nature of their business and products.

Impact Details: Don't just write a job description. You must specify and quantify your accomplishments. What was your impact on service, quality, cost, safety, sales, and/or profits? Bottom line, how did you improve the performance of your prior employer? Wasae3sa

Proportion: Give appropriate attention to jobs or educational credentials according to their length, or importance to the reader. More recent and relevant positions should have more content than positions held earlier in your career.

Relevancy: Confine your information to that which is job-related and accomplishments that clearly demonstrate a pattern of success and contribution to your prior organizations.

Length: Fill up only a page or two. If you write more than two pages, it sends a signal to the reader that you can't organize your thoughts, or you're trying too hard to make a good impression. If your content is concise and strong, you won't need more than two pages.

Spelling, Grammar, and Punctuation: This should go without saying. Create an error-free document that is professional in form and content. If you're unsure about the accuracy of your writing (or if English is your second language), consult a professional writer or editor.

Flow: Organize your thoughts in a clear, concise manner. "Bulletize" your accomplishments and contributions with short, hard hitting, action oriented sentences. Fragmented or long-winded resumes will virtually assure you of a place at the back of the line.

Readability: Be sure to select a conventional type style, such as Times Roman or Arial, and choose a neutral background or stationery. If your resume takes too much effort to read, it may end up in the trash, even if you have terrific skills.

Finally, we suggest you write several drafts, and allow yourself time to review your work and proofread for errors. If you have a professional associate whose opinion you trust, by all means, listen to what he or she has to say. A simple critique can make the difference between an interview and a rejection.