



Resume Writing Tips - Part 2

Resumes are one of the most important marketing tools in a job search. Crafting a well written and professional resume is not so simple and requires a lot of thought and planning before actually writing it. Given below are another three very important tips to be followed in order to kick start on your resume.

Showcase your achievements

While drafting your resume, remember to keep the best of what you have at the forefront. The first impression is always a lasting one and in those few seconds that your resume is skimmed through, you need to make sure to attract the interest of the reader. You may have tons of achievements to your credit, but having it hidden, is as good as not having it at all. What you could do is to go through each position you have held in the past and select those contributions which you believe has made the greatest impact on the company or firm you were working for. You could then bring them upfront and categorize them right below the profile section. For instance, you could have sections like:

- Areas of Expertise
- Key Accomplishments
- Career Highlights

You could arrange these sections according to your preferences and requirements. No matter how you arrange these categories, make sure you do it in a manner that is impactful and that which will tell the reader what you can contribute and to what extent.

Accomplishments and contributions instead of responsibilities

Including responsibilities held by you is fine to a certain extent. However, remember not to stack up your resume with just responsibilities which the reader is most probably aware of. What the reader is not aware of is what you as a valued employee, has contributed to the growth and development of the companies you have worked in. You need to bring that forward. It is highly essential to speak more of your accomplishments than the mundane duties that you have held. Mention those duties which will help you target certain **types of jobs** but you can comfortably leave those out which have no relevance or in no way has any transferable value to the applied position.

Remove age old work experience

While each and every work experience is important to your credentials, age old work experience which dates back to more than 10 to 15 years should be eliminated from the resume. The first job



that you took up during college at the local coffee shop some 20 years back would hold no importance today. Senior professionals with more than 25 years of experience do not even need to mention internships unless of course it is crucial to the present **job search**. So you must by all means study carefully all that you have done in the past and include those work experiences that are recent and are necessary to mention. You must remember that the recruiter has very little time to skim through each and every resume and will not welcome a three-paged long drawn resume. Mention the most recent, the most important, and the most impactful information that will actually lead you to the interview.

Care and attention given to the writing of your resume will go a long way to bring success in your job search. Keep visiting our website and we will be back with more resume writing tips every week. We would appreciate your feedback and any suggestions which you could provide on feedback@preferredresumes.com