



Interview & Resume Tips: Revamping Your Resume for 2012

The new year will be here before you know it and revamping your resume is one of the most important things you can do to prepare for the upcoming year. Whether you are looking for a new job or just wanting to keep your files updated here are some things to remember when reconsidering your current resume. These are just a few tips I consider to be the most important when revamping your resume for the current year.

1. Look at your objective. Re-examine your current objective and ask yourself if it is realistic or not. Do you still want to pursue a career in this field? Is it for you? Should you consider another career field? Ask yourself if your objective is focused. Does it flounder around or does it get right to the point – most potential employers want someone who has a clear idea of what they want to do and where they want to go in their career. Show them that you have that particular focus.
2. Remove jobs that are more than 10 years old. If you leave jobs that are more than 10 years old on your resume it will become outdated and too crowded. Unless the older employment is relevant for some reason it should probably be taken off.
3. Update all contact info. Update all of your contact information like your address, phone number, and email address. This can change as your life does and keeping it updated is an absolute necessity so potential employers can reach you properly. It's a simple principle, but sometimes forgotten when working on your resume.
4. Update your references. Updating your list of references is necessary so you will have them ready if a potential employer asks you to provide a reference in an interview or on an application. Keeping your references in an address book or in a list on the computer (remember to create a back up file as well) will help keep your references organized and also in a safe place.
5. Consider a new look for your resume. Consider totally retyping and formatting your resume in a new format. There are different resume formats and templates available in Microsoft Word and also resume building software found at reasonable costs. You might also want to think about copying your resume on high quality paper as opposed to just white copy paper. It is an extra expense, but if you can spare it special papers bring a new look to your resume for the better.

These are just a few things to keep in mind with the new year approaching. It will be here before you know it and you will want to make sure you are prepared for the new months to come especially if you are a current job seeker. Maybe you are a new college graduate looking to strike



out on your own or just looking to **change jobs** – either way preparation is the key to a healthy and successful job search. For more resume and interview tips go to www.hound.com for the best career advice on the web.

See the following articles for more information:

- **[21 Major Interview Mistakes to Avoid at All Costs](#)**
- **[The Best Way to Prepare for a Job Search and Interviews](#)**
- **[How to Talk About Other Interviews in Your Interviews](#)**
- **[How to Answer the Tell Me About Yourself Interview Question](#)**
- **[How to Answer the Do You Have Any Questions for Me Interview Question](#)**