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## Keep Your Resume Updated

Your resume is a tool that is used to get your dream job. Imagine that a company that you always wanted to work for calls you for an interview. Would you have your updated resume ready to be sent? Opportunities won't knock at your door time and again. Therefore, it is advisable that you keep your resume updated regularly. If you have your updated resume ready to be sent, you can grab your dream job anytime.

### ***Update Your Resume Every Six Months***

Experts suggest that one should update his/her resume every six months. If there is an excellent job opportunity and you find that your resume has not been updated for years, you will have a hard time looking for accurate information to add to your resume at the last minute. In haste, you may even miss on the most important information that will be detrimental to your career. Therefore, it is advisable that you update your resume every six months.

### ***Update when your company is downsizing***

Downsizing is the time when you get a hint that you might receive unfortunate news that your position is being eliminated and you will be laid off. This is when you should update your resume with all important information like your current designation, job profile, skills etc. Keep your resume updated and look for better job opportunities. It is better to switch while you are still employed as opposed to unemployed or laid off.

### ***Update When Situations Change***

In every job, situations keep changing. You might have joined as an executive last year, but you have now been promoted to the next level. Situations like promotions, new skills, additional qualifications, certifications, better performance delivered and more are times when one should update his/her resume.

### ***Update When You Not Satisfied with Your current job***

If you are not happy in your current job and you plan to quit, it is time to first update your resume and keep it ready to be sent. In fact, this is when you are in desperate need of a better job, so remove all that is not needed and add all that is important about you in your resume. Start sending your updated resume and you will surely end up with a new job.



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### ***Update When You Switch Industries/Career***

If you plan to change the industry you are currently working for then you need to update your resume. Your updated resume should focus on new additional skills that will show a change in your career and will be beneficial for these new career opportunities. The way you design and present your resume will make a lasting impression on the interviewer.

Updating your resume is one of the most challenging and time-consuming tasks. You can get the latest resume samples online and can update your resume in different formats. Your resume has the ability to help you open up doors to success and in securing a new position. Therefore, update it regularly.