



It is Time to Refresh Your Resume

Your resume is a tool that you use to sell yourself and your skills. Therefore, it is imperative that your resume contains the most relevant, authentic and up-to-date information about yourself. When did you last update it on online job sites? You may not be looking for a change, but you never know when a great opportunity arises and your resume is shortlisted. Hence, it is important that you update your resume at regular intervals.

It doesn't take really long to refresh your resume. Refreshing your resume ensures that it shows up at the top of search results when employers are looking for desired candidates online. You can land a better job with a refreshed resume. All you need to do is add your recent activities and developments to your resume. Here are some useful resume updating tips you can refer to:

Update the latest details: Your resume should be up-to-date with all the current information about yourself. If you have changed any jobs, earned promotions, learned new skills, entered any training programs or updated your academic qualification, add all the relevant details in your resume. In case you have not developed any new skills or earned any promotion or qualification, you can still add your accomplishments and achievements on your current position and update your resume.

Include your goals and targets: As mentioned earlier, your resume is your selling tool. Include your career goals and career targets clearly in your resume. Whether you are looking for a career change or better prospects in the same industry, your resume should reflect your personality and define your goals.

Include the right keywords: Including appropriate keywords is extremely important when refreshing your resume. A resume with the right keywords will be listed at the top of the search results when employers enter the specific keywords to look for candidates.

Limit the information from the past: It is important to add educational qualifications and prior work experiences. However, as you add new information to your resume, previous information becomes less relevant. You can choose to summarize all this information and keep it short and to the point.

Add all new achievements: If you have achieved any rewards or recognition from your current employer, or if you have upgraded your personal or professional skills, ensure that you update all this information in your resume. For example, if you have enrolled in an MBA program, mention that you are pursuing an MBA. Apart from this, you can also mention all other professional



achievements like complimentary emails, positive feedback, promotions, certificates, new assignments, etc. in your resume.

Update at regular intervals: Updating your resume on regular intervals is one of the most important and vital resume tips. You don't necessarily refresh your resume when you have something new to add; you can just add keywords or modify the content in your resume and keep refreshing it every few weeks.

These **simple and easy resume tips** can be used when you are looking for a job through online job sites. You never know when a **great opportunity you have been waiting for** will come up and you will land your dream job.