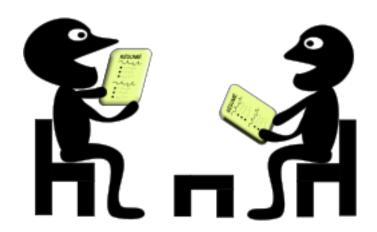
## Crash the gate with a killer resume



## 7 Timely Tips From Consultnetworx

## It's no secret...

These days there's an incredible amount of frustration amongst the unemployed. One of the most common complaints I hear ...

" I send out dozens of resumes ever week for jobs I am perfectly qualified for, and don't hear back from any of the companies I apply to..."

Obviously, today's job market is extremely tight. You could be competing with hundreds or

thousands of applicants with every resume you submit. That's why now, more than ever, your resume needs to stand out and get past the resume "gatekeeper" -- it's the only way to land an interview and, quite possibly, the job of your dreams.

So stay calm, remain focused and get ready to breath new life into your job search with these 7 Timely Resume Tips.

Continued...

- 1) THERE'S NO SUCH THING AS A GENERAL RESUME. If you have one, go-to resume that you send to all your job prospects, you're making a huge tactical error and wasting precious time. EVERY resume you send out should mirror the specific job you are applying for-this is a time consuming, but worthwhile approach. Target your job search and focus on sending a handful of perfectly executed resumes (maybe 3) rather than ten or twenty a day. Since every job is slightly different, every resume you submit should be different, too! (Know why? See #2...)
- 2) DATABASES ARE "THE ONES"
  SELECTING
  QUALIFIED
  CANDIDATES. Even the smallest staffing departments and recruiting firms are

- implementing electronic databases to search for the best talent. Pack more power into your resume by placing a keyword-rich professional summary at the top of the page, before the listing of your specific experience. How do you find/use the appropriate key words? Analyze the job postings you apply for, looking for common words or skills to include in your professional summary. At the very minimum, it should contain 5 job-specific key words.
- 3) MAKE EVERY
  WORD COUNT. AND
  MAKE IT PERFECT.
  Read over your
  completed resume
  and then have a
  friend or family
  member double-check
  for accuracy. Be
  certain that every
  sentence is active,
  powerful and concise.
  Avoid empty
  descriptions such as

- go-getter, expert, guru. They are meaningless; employers are looking for PROOF that you're right for the job. See #4...
- 4) GREAT
  PERFORMER? PROVE
  IT! Provide quantified
  achievements such as
  sales results,
  marketing
  performance
  numbers, growth
  percentages ... if you
  can quantify how you
  helped make or save
  money for your
  employer, state it
  clearly on your
  resume. This is VITAL!
- 5) STEER CLEAR OF FAX FAUX PAS. Most professionals have moved beyond the annoying beeping and ringing of the FAX machine and now rely on scanners and emails to send and receive vital documents. That being said, if you are

ASKED to fax your resume, NEVER send it from your company's fax machine. If you're using company equipment and workday hours to search for a new job, your work ethic will be questioned by potential employers.

6) PROVIDE AN ACCEPTABLE EMAIL ADDRESS AND PHONE NUMBER. Your contact information must be accurate and easily accessible to the reader of your resume. And, please, if your email address is inappropriate or juvenile, just change it!!!

7) DON'T GET PERSONAL. There's no value in noting you hobbies, political or religious affiliations, sexual preference, age, race, etc. Although there are many employment-based laws to protect your rights, there are still some misguided employers who use their personal opinions instead of professional judgement when considering candidates.

It's a fact: Strong candidates are passed over because of weak resumes every, single day. Don't let your resume derail your efforts -- make sure it is concise, compelling and complete. Remember, if your resume fails to prove that you meet all of the job requirements, it has failed you!