

Crash the gate with a killer resume



7 Timely Tips From Consultnetworkorx

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 your 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!