

REALISTIC RESUME ADVICE

Writing a generic resume can be compared to opening a standardized can of soup because each can contains an equal amount of liquid. The quantity and quality of the ingredients is the same in each can. A generic resume can be ordinary, unassuming, and sometimes boring. It is especially ineffective when an employer is looking for someone who is unique, qualified and a perfect match on paper.

Nearly everyone who has written a resume considers themselves to be an “expert.” The list includes family, friends, neighbors, peers, employment specialists, career counselors, and professional resume preparers. Always consider the pros and cons of each individual expert’s suggestions, and make your own decision regarding your resume content. **Never underrate your ability to construct a distinctive resume.**

The price you pay for someone else’s work can undermine self-confidence and your ability to prove how good you are, “line-by-line.” Think of your resume as a thumbprint of your skills, transferable skills, experience, and accomplishments.

Individualized Resume Benefits

- It’s an opportunity to provide excellent examples of your qualifications, skills, and experience.
- Your confidence and pride shine through the text.
- The document establishes a clear connection to the job description.
- Your resume highlights your writing ability and attention to detail.
- You can clearly target your achievements and ability to meet job qualifications.
- It opens doors and creates opportunities to show case your individuality.
- It prepares you for the interview process.
- It accurately documents your employment history.

Who Needs A Resume, and Why?

Most job hunters need a resume because employers often use it to screen for potential employees. It’s an easy method of screening applicants. Resumes either help or hinder your ability to generate interviews.

What Are The Qualities of a Dynamic Resume?

- The text is clear, concise, and accurate.
- It meets most of the position requirements.
- It is easy to read and contains no spelling errors or typos.
- The employer can read the resume and understand why the candidate has applied for the position opening.
- It contains lots of white space between categories.
- The focus is on action verbs and content.
- It contains no exaggerations or inaccuracies.

- It makes you stand out among the competition and generates interviews.
- The content is unique, original, creative, and not a carbon copy of someone else's resume.
- It's a specialized commercial about your employment experience and potential.

How to Handle Resume Information Overload

- Check copyright dates of resume books, pamphlets, handouts, and make sure they contain relevant information.
- Research each potential employer and ask professionals in the field for information and advice on what they look for in a resume.
- Understand the purpose of a resume and how it reflects your background and skills.
- Approach the resume writing process from the employer's point of view and stay focused on the qualifications of the position opening.
- Know why you are the best person for the job and prove it with specific examples and action verbs.
- Ask for guidance and advice from several reliable sources, including future employers.
- Realize that the same resume format may not work for everyone.
- Find a resume buddy, mentor, or coach and ask for an honest evaluation of your resume content.
- Review many resume formats before you select the one that's right for you.
- Always question the experts before you hire someone to help you.

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Getting Hired in Any Job Market 2001

www.gettinghiredhandbook.com