

How to create the right resume

By Brenda Koritko

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I Manage Me Guide to Hot Jobs <http://www.imanageme.com>

Do you continue to generate interest and secure interviews for jobs that you do not want?

The interview process can be time consuming and very unproductive when you are preparing to discuss a job that you really don't want. When you write resumes that are historical in nature (listing your work history and responsibilities), you communicate that you are looking for the same type of position. The only way to attract the right attention is to highlight information that is relevant to the job you really want.

Take an objective look at your resume. Does it sell you for the job you really want? Have you highlighted any items that you DO NOT WANT TO SEE in your next job description? It may help to remove your name from the top of your resume before you ask someone you respect to review the document and give his or her opinion on what job this person is targeting.

Focused resumes are powerful job search tools!

Focused and organized resumes draw attention to your key skills and unique accomplishments rather than the tasks and responsibilities you have performed in past positions. By promoting relevant skills and achievements, you guide your reader to the information they are seeking and the details that you want to promote. The key to success is to use the top third of resume to highlight and support the skills that respond to the specific requirements outlined by your target company in their advertisement or position description.

Review the position you are targeting and highlight the three key qualities the employer is looking for in a potential hire. Then, match your key skills and accomplishments to these three qualities. Finally, highlight the information you have selected at the top of your resume using an appropriate category title, for example, key accomplishments or related skills and accomplishments below your profile section.

If you are contacting an employer that does not have a position posted, search for a job description or posting at a similar company using the position title. When you have found the right job description, match your key skills to the requirements outlined in that position. This action is not as time consuming as you make think. Often changing the priority listing of your key skills and accomplishments may be the only changes required to submit your resume to a number of different companies.

When you are changing careers, or looking to advance within your existing company, use

transferable skills to sell yourself. Creating a resume using transferable skills is most successful when you include accomplishments that you have developed outside of the workplace. For example, coaching a sport demonstrates leadership skills, communication skills and an ability to work effectively with people - skills that all employers value. Researching, analyzing, preparing reports, and presentation skills are a few of the transferable skills that students develop during their education.

Plan to participate in the creation of your resume. If you do not participate in the creation of your resume, you may not be able to respond to specific questions during an interview and this could change the outcome, or the momentum, of the interview.

If you have an idea that you believe will attract the attention of your target, use it. Creativity is rewarded.

Brenda Koritko is the author of I Manage Me Guide to Hot Jobs a timely ebook providing techniques to help you achieve your immediate career goals with benefits throughout your career.

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