

# Write a resume with power

By Cathy Goodwin

Write a resume with power

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A new resume can jump-start your career, especially if you seek employment in a conservative environment impervious to networking, such as a university. I once helped an accounting professor, a friend from graduate school, who was stalled in his job search despite an abundance of opportunities in his field. His resume was killing his career. With a few revisions, he was soon evaluating competing offers.

1. Your resume is a sales tool. It is not a place for therapeutic self-disclosure or true confessions. Be honest but present your accomplishments in the most positive way.
2. Leave tricky questions ("Why did you have six jobs in ten years?" "Why are you applying for an entry position after you've been running the show?") for the interview.
3. If chronology works against you, opt for a sales pitch letter or use your network to get past the screener. If you can't avoid a resume, assume people want to see dates.
4. Focus on accomplishments: . "Supervised ten people on a project that finished three weeks before deadline and saved megabucks."
5. If you're over fifteen, you do not have "duties." You have "responsibilities" and "accomplishments."
6. Do not let anyone write your resume for you. Accept suggestions and feedback but the final product should be in your own words.
7. Use your network to review the final product. Ask people in your field for candid feedback.

The final test: How do you feel when you read the resume?

When you feel proud of your resume, and you're eager to share it with everyone you meet, you're ready to move.

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