

Resume Preparation

By James North

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There is an old saying, which to paraphrase goes something like this.... "one minute of resume preparation saves five minutes of work."

Apt...don't you think :-)

This saying is certainly true for most things in life and even more so when it comes to preparing and writing a resume. In fact, when you are planning your resume, one minute of preparation, will save you 10 minutes of work and weeks of job searching!

Yes, its true resumes rate beside income tax returns as being universally loathed, but resumes remain so important. Often resumes are viewed as a necessary evil in order to get a better job. I think a lot of this has to do with a candidate approaching his or her resume at the wrong time.

Usually, people will dig out their resume shortly before they start job-hunting, or even in the worse case scenario when they find a job to apply for. This is a big no-no.

Instantly, you put yourself under pressure to produce an effective resume. And as soon as you place someone under pressure, regardless of whether they are a sportsman, politician or business leader...performance falls away. What should be enjoyable (in the sense of bettering your current position) becomes a chore.

...there is a better way.

If you have read and digested what has been written hereinbefore, you will have already done a lot of groundwork in terms of preparing to write your resume.

A resume is a living document that should be updated regularly. Ideally, you should update your resume every month adding new

skills and experiences. This way you are never under pressure to get an "effective resume" out, as you will already have one.

You will look at your resume in a new light and understand the benefits of a winning resume, in terms of getting an your ideal job, promotion and salary benefits.

There is no such thing as the perfect resume. Most people would say that the perfect resume is the one that delivers the Most Desired Response and that is what you should aim for. Get the interview! :-)

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"If you really want something in life, you have to work for it. Now quiet! They're about to announce the lottery numbers." - Homer J. Simpson

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