



Capture Your Accomplishments...And Move Forward to Your Next Job

*Are you ready for a job search?
Have you written down all the great things you have achieved?*

Here are some tips to improve your resume:

1. Go beyond your job descriptions

Hiring managers want to know more than your role in each job listed on your resume. They want to know the special attributes you bring to the workplace and the problems you have solved. Paint a picture of how you do what you do.

2. Illustrate your strengths

Define what makes you unique. Ask colleagues to share their perceptions of you if you don't know what these qualities are.

3. Update your resume after every project completion

At the end of each project, take 15 minutes to describe the challenge that prompted the project, what you did to meet this challenge, and the results of the project. Why is your contribution significant to the goals of the organization?

4. Results count

How have you helped past employers reduce expenses, increase profits, improve efficiency, save time or achieve another crucial target? By linking your accomplishments to key financial and strategic goals, you can demonstrate your contributions to your employers' successes.

5. It's a numbers game

The more you can use numbers to describe your achievements, the more your resume will grab the reader. Although metrics are easier to describe for some positions (for example, how much did sales increase?), there are ways to use numbers and percentages in almost any field.

6. Contact me. I can help you make your resume shine brilliantly!

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