



Maximize Earning Potential With A Strong Resume

In order to reap the rewards of a high salary, you'll need to dive into today's competitive job market. Your resume will be the first line of communication between you and a potential employer, so you'll want to be sure yours is top notch. More so than ever, your resume will be put under a high-power microscope. Even the slightest comma out of place or a misspelled word can rule you out of the competition. That's why you have to know how to put your resume at the top of the stack to land the job you want. Follow these tips:

1. Don't use personal pronouns and articles. A resume is like a job application. It should be written as concisely as possible. Don't use "I" or "me," and avoid using articles like "of" and "the."
2. A resume should be free of typos. Even one mistake can send your resume to the garbage. Proofread and have someone else look it over to ensure that there are no misspellings or extra words and that all punctuation is accurate.
3. Focus on what you've accomplished instead of on your responsibilities. Detail how you've made or saved money, streamlined processes, built relationships or attracted new customers. If you focus on your results at a company, it will show that you were able to exceed your daily duties. For example, instead of saying "Duties included selling products," reword it to say "Increased product sales by 30 percent over a six-month period."
4. Avoid big words. SAT vocabulary won't impress employers. Avoid jargony words like "utilize;" try "use." Don't say "implement" - use words like "adopted" or "set up."
5. Keep job descriptions consistent and orderly. Jobs should be listed in order of importance to the reader. That means: title, name of employer, city/state of employer, and dates of employment - although dates are not as important to employers as your position and who you worked for.
6. Make your resume easy to read. Use bullets and indents to make it reader-friendly, using them in a consistent manner throughout the resume. Also, use a legible font like Times or Courier in an easy-to-read 10- or 12-point size so it's gentle on the eyes.
7. Include your contact information. Always include your name at the top of your resume in a font that's a point or two larger than the rest of the text, as well as your mailing address, phone number, and e-mail address.

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