



Written Preparation in Uncertain Times

You read about them nearly every week—layoffs. You never know when your organization might be restructured or acquired and you'll be out of a job. Even if you think your job is secure, it's a good idea to keep your résumé up to date in case you want to apply for a new position, are transferred into another department or join the board of an organization.

While there are many books and online articles about updating your résumé, here are just a few ideas as you get you started in the process.

- Use action verbs to describe your job responsibilities and eliminate helping verbs as much as possible. Strong verbs create a strong impression of your experience and skills. If you're looking for a list of action verbs, do a Google search of "action verbs résumés" and you'll find several lists.
- Include key words. If your industry has specific words that describe your role or experience, then be sure to include them. On the other hand, if the words are specific just to your company, then it might be wiser to be more general in describing your responsibilities.
- Highlight your major accomplishments. Your résumé doesn't need to include every single job responsibility. Focus on those successes that demonstrate your skills, experience and abilities. Be sure to include percentages, numbers and other specific details to further emphasize your achievements.
- Include an appropriate email address and phone number. Don't use your work or family email address, but list something more private. And, if several family members check your phone messages then it might be best to use your mobile number.
- Remember to list your technical skills and any certifications. It may not be necessary to mention your knowledge of Microsoft Word, but be sure to tout your skill with other programs such as PowerPoint, Access,

or specific accounting or graphic design programs even if they aren't related to your career.

- There's an old rule that résumés should be only one page. While there might be times when you want only one page, the general guideline now is that you can use as many pages as you need. Be reasonable, though, in what you include so you don't lose readers in the details.

Don't delay any longer. Start updating your résumé today so you'll be ready for any opportunity.

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