

TIP 1 - Use Skills That Match The Jobs You Want

Employers receive several résumés. You must make sure that your résumé hooks an employer's attention. Use skills that relate to and match the jobs you want. If they see unrelated job titles or skills the likelihood is very high that they will make an immediate assumption that you are not qualified for the job. Adding to this problem is the fact that employers don't have the time to read through each of your job descriptions to determine if you have the needed skills.

TIP 2 - Use Attention Grabbing Designs

You want to catch the employer's attention. You want to highlight your skills and have the employer read beyond the 30-60 seconds normally given to a résumé. You want the employer to remember your skills - do not bring attention to your résumé by cluttering it with bullets and lines. Use neutral résumé paper with the watermark lining the proper way.

TIP 3 - Employ Content that Sells & Highlights Your Skills

Prove to the employer you have skills. Use prove it stories to quantify your skills. Instead of saying, "I'm a dependable employee", prove it and state, "I am a dependable employee that hasn't missed work in the past 3 years".

TIP 4 - Power Words Sell

Use verbs to match the level of position you desire. Instead of stating, "Gave work to entry level workers" state, "Directed workflow and supervised packaging staff to ensure work assignments were completed in a timely manner."

TIP 5 - Analyze Ads and Job Descriptions to Identify Key Words

Learn how to analyze the key words that employers provide in help wanted ads and job descriptions to create a powerful résumé. If the ad asks for a detail oriented person and that description matches your skills, list a skill and provide a prove it story.

TIP 6 - Sell the Benefits of Your Skills

Most résumés provide a list of duties that each applicant has been responsible for--without explaining the benefit of those skills to employers. For example, a secretary's résumé might state he/she can type 80 wpm and is extremely accurate. Instead state, "Achieved top production volume by maintaining high degree of accuracy with typing speed at 80 wpm."

TIP 7 - Modify Your Résumé For Each Position

You will generate more interviews by modifying your résumé to address the specific skills each employer requests. You should have more than one résumé.

TIP 8 - Proof Read

Once you have completed your résumé, read it over to ensure that you haven't missed any typos and the information is correct, accurate and flows well. Have another person look for any errors as well. Do not rely on spell check to correct all of your mistake.