

Catch The Eye Of Employers: Update Your Resume

(NAPSA)—Once you've spent hours tweaking, buffing and polishing your resume into the ultimate career marketing tool, you may be inclined to sit back and let it represent you. Don't do it! It's essential that you go back and update that resume regularly—even when you're not actively searching for a new job. Here are a few tips to ensure you get the most out of your resume and stay in front of prospective employers and your dream job.

Recruiters Often Search by Date

Thousands of resumes are posted to online job sites, such as Monster, every day. To ensure they're reviewing the most qualified and recent candidates, employers typically search for resumes posted in the last three months and many only search resumes submitted within 30 days. There's only one way to keep your resume at the top of the heap: Renew it at least once a month. A refreshed and current resume improves your chances of getting noticed by recruiters.

The Job Market Is Always Changing

The U.S. economy and the jobs created by it are fluid, varying from month to month and state to state. These shifts in the job market could influence which skills and accomplishments you want to highlight and which places you're willing to relocate to based on where the jobs are. Try to keep tabs on hiring trends and tailor your resume appropriately. One way to keep abreast of cutting hiring trends is through the monthly Department of Labor unemployment release, as well as the Monster Employment Index, which measures online recruitment activity through active jobs posted.

Language and "Buzzword" Changes

Even if you think there's nothing



ing worth updating on your resume, take a look at the language you use to describe your skills and experience. In many fields, industry "buzzwords" change regularly, especially those touched by advancements in technology. As such, it makes sense to periodically go through your resume to make sure the terms you use are accurate and up to date.

A career is a lifelong pursuit. To stay ahead of the curve, it's critical to regularly tend to your resume to make sure it accurately depicts who you are and what you're looking for. According to Steve Pogorzelski, president of Monster, North America, "A resume reflects the job seeker's skills, capabilities and career accomplishments. As you evolve, your resume should evolve, too."

Of course, when updating your resume, you want it to generate calls for interviews. To do so, it should include a clearly defined career objective and convey the experience, skills and training that serve your overall professional aspiration. Emphasize your accomplishments and provide proof of your potential value. For more expert advice on how to create—or recreate—a winning resume, visit Monster's Resume Center at <http://resume.monster.com/>.