

Career Opportunities

Tips For Cleaning Up Your Resumé

by Lauren Devine

(NAPSA)—Landing a job these days can be a challenge. Start your job search by dusting off your old resumé. You can give it a thorough clean-up job with these helpful tips:

Be Careful Not to Miss a Spot

In comparing two candidates with the same skills side by side, most employers will be inclined to interview the candidate whose resumé does not have spelling and grammatical errors. These gaffes give the impression that you are lax on detail, so after you run a spell check, have a friend give your resume the white-glove treatment to make sure you haven't "missed a spot."

A Fresh Coat of Paint

This is especially important for graduating seniors who don't have a rich work history yet. In addition to listing your job duties, your resumé should include a summary of your accomplishments. Don't forget that your activities in college clubs and other organizations count as experience, too.

Don't Be a Pack Rat

Toss out those extra words cluttering up your resumé. Whenever possible, avoid using complete sentences. Bulleted phrases often impart a greater impact and make your resumé easier to read.

Don't Dress Up a Mess

While creative formatting may work for some positions such as marketing or advertising, most resúmes should rely more on substance than style. Besides, too many headlines or italicized statements can be confusing, so capitalize or bold only your most critical information.



Cleaning up your resume can help make a good impression.

Use the Right Product

Tailoring a resumé to specific industries or jobs is always a good idea, as you may wish to highlight different skill sets and work experience. If you have time, consider creating a new resumé for each position.

Don't Sweep Gaps Under the Rug

If your work history contains gaps in employment, don't simply sweep them off your resumé in the hope that no one will notice. If you took a break from the workforce, offer a brief explanation in your cover letter or in a short section on your resumé.

Find an Expert to Help You

If you need further assistance, visit www.usadeco.com, where you will find a profile template for creating a well-structured resumé. You can also search the site for thousands of job listings. If you need help finding a temporary or full-time position, recruiters at a nearby Adecco office will be happy to meet with you.

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