

THE RESUME

ANSWERING THE FOUR KEY QUESTIONS

Your resume must persuasively answer at least four key questions to win the interview. Answering them will do at least two things:

- Provide the material you need for building a strong resume, and
- Prepare you for networking and interviewing.

The Questions:

1. What do you want ? What is your employment or job target ? Your resume must be built around this questions so the employer immediately recognize what position you're seeking. Including an Objective statement is beneficial.
2. Why are you qualified to do it ? Outline the skills and credentials that qualify you for the job. You may want to break your skills into functional sections, or use bullet points to highlight key points. Done effectively, this section will prompt reading of the rest of your resume.
3. Where have you done it ? The "Experience" section. Who have you worked for, where, and what did you do ? Your job descriptions must include effective use of active verbs, and use relevant keywords and functional skills for the job target.
4. How well did you do it ? Listing accomplishments and special projects shows you have contributed. Use quantifiable results or your willingness to go "the extra distance." Did you come up with an idea that saved the company money? Were you promoted because of your team building skills? Were you selected for a key program due your technical skill(s) ?