

M1 Rewriting your resume

(This is for middle level professionals and managers)

At this level, with some years of experience, under your belt, if you need to submit a resume, you need to rewrite your “old” resume. You cannot rely on the resume you had done when you were in the early years of your career. Most will dust out their previous resumes and update from there. Problem with that is the structure, emphasis and focus of your current resume should be very different from your younger self, unless of course you have not progressed all these years.

If you had read my article B1: “Let’s start at the very beginning”, which is for fresh graduates and those in the early years of their career, you now need to re-orientate yourself for a more skills/achievements focused resume. Be prepared to throw out the details and many of the achievements you had in your college days or early career.

Let’s recap on the purpose of a resume. Some authors may write a dozen or more purposes of a resume, I would like to highlight 2 key objectives:

1. To get you job interviews. A key objective is to entice a potential employer to call you for a job interview. In this sense, your resume is your sales pamphlet. Speak to your potential employer. Sometimes, this may be better conveyed in a cover letter.
2. Present you in the best possible light, in a couple of pages. Your resume needs to highlight your skills and achievements to catch the attention of the prospective employer.

Bear in mind, that the resume by itself doesn’t get you the job. It is supposed to get you an interview. During the interview, you can “sell” yourself, elaborate and emphasize your skills, achievements and suitability for the position you have applied for. Therefore, there is no need to cramp your resume with excruciating details. The resume is not a self- glorifying booklet about you. Don’t expect others to read mind numbing details of your adventures or misadventures, unless of course, they are your parents.

In the next few articles, I’ll give my thoughts on the key components of your resume:

- Personal particulars and contacts
- Objective statement
- Executive Summary
- Academic and Professional qualifications
- Training and courses attended
- Achievements and awards
- Professional and Community Services

Next: Personal Particulars, Objective and Executive Summary