



## UPDATING YOUR RESUME

Updating your resume is one of the most overlooked aspects of the hiring process, yet most do not take enough time to put together a resume that effectively conveys the value that one can bring to their new company. DTS has seen thousands of resumes in numerous formats and styles and its counselors can help you in putting together a concise and smooth flowing resume. It is time to rewrite your resume and set yourself aside from your competition.

- Your first resume should not be your last
- You need to grab the attention of the resume reviewer when presenting your resume, so it should be no longer than 2 pages in length
- Honesty is the best policy, never lie on your resume. You are looking for a company that you can trust and they are looking for the same
- Re-examine accomplishments and achievements, particularly those that may be relevant to a prospective employer. We recommend maintaining an accomplishments file with descriptions of successful activities in your career such as articles, congratulatory letters from the boss or clients/customers and a list of projects that would not have been such a success if not for your involvement. In the course of daily business life, one often forgets those notable successes
- It is important to adapt your resume so that it is tailored directly for a position.
- Emphasize your strengths
- Double check to be sure all dates are accurate
- Be absolutely certain your resume is error-free
- Use your accomplishments as a springboard to reassessing your resume
- Depending upon the opportunity, accomplishments-based resumes rather than descriptive based ones have a greater influence on the resume reader. They also open up further discussion possibilities in the interview
- Remove all irrelevant material
- You may want to utilize bullet points but always use complete sentences