

## Does Your Resume Look Weathered?

Dust off your resume and make sure it reflects what employers today are seeking. You have a lot to offer.

Has your resume grown to three or four pages over time? Is your first job after high school graduation still listed? Are you still displaying the date you graduated from college?

Include only the most recent 15 to 20 years of work history. The emphasis today is on capabilities, qualifications, and achievements. Don't tell prospective employers that you can just use various software programs. Give examples of how you helped the bottom line of a company in doing so.

If your relevant accomplishments are three jobs back – don't list a chronology of your work history on your resume. Employers may not get that far. Lead the professional section of your resume with your list of accomplishments.

If you have been at home raising children for several years, call attention to your lifetime of experience – at home, in the community, and at work. Think of accomplishments in terms of transferable skills: those in the areas of *communications, organizing information, and fixing things*. You haven't simply been a stay-at-home mother. You have managed a budget that saved for family vacations, college tuition funds and retirement. You organized a fundraiser at your children's school that raised \$11,000 for new computers. You wired all the electronics in your home including computers, printers, and scanners, as well as set up all the software programs for such.

Focus on what your attitude is. Employers want to know that you have a deep openness to learning new things. They want people who are willing to learn, adapt, and be stable, who aren't looking for the next job before they start this one.

This describes you! Just be sure to communicate these strengths in your resume. You can do it. Get started now!