

Fulcrum Search Science Inc.



HOW WELL DO YOU KNOW YOUR OWN RESUME?

In this high job market it is more important than ever to be well prepared for interviews. Read your resume carefully and identify not only the big responsibilities and duties but also the major accomplishments with each role. If you supervised people be clear about how many were direct and indirect. Numbers expressed verbally are often different from those in your resume whether it is people, dollars or size of company. Inconsistency can really let you down in an interview and will guarantee that you do not go on to a second interview.

Errors continue to be a source of frustration in resumes. Keep in mind that as a professional, attention to detail and accuracy are important. Your resume is a reflection of you. Therefore, have a friend read it and if necessary correct your resume before submitting it to us.

by John Maybury