

Resumes to go

Workers who change jobs often must keep resumes sharp

Today's professionals are on the move more than ever.

According to the U.S. Bureau of Labor Statistics, the median tenure for most professionals is about four years. For employees between the ages of 25 and 34, the median tenure is only 2.9 years.

So, in this flighty work environment, it's never been more important to keep your resume polished and up to date.

"Workers move freely from job to job and employer to employer," says Louis Kursmark, professional resume writer and author. "Periods of unemployment or self-employment might mix with temporary, contract, consulting or interim assignments."

According to a CareerBuilder.com survey, human resources managers receive, on average, 50 resumes per job opening. So a resume has to be pretty powerful if it's going to help you land an interview.

Follow these tips to keep your resume polished and packed with some punch, no matter how many times you've changed jobs in recent years:

1. If you include an Objective statement, indicate what you hope to do for the company rather than what the company can do for you.

2. In the Experience section of your resume, state your achievements or accomplishments, not just duties or responsibilities.

3. Consider quantifying your achievements using dollar amounts, percentages, and other specific details to make your value more visible.

4. When skills and abilities are varied, group them according to categories for easier understanding. This is especially important if your job history includes a variety of professions.

5. Consider including a Highlights section to draw attention to special accomplishments or achievements at previous or current jobs.

6. If you have a noticeable gap in your employment, consider omitting specific dates and indicating instead the number of years in each position.

7. Summarize your qualifications and work experiences to avoid having to repeat yourself in the job description.



8. Instead of just listing your achievements, present them as challenges or problems solved, indicating what you did when something went wrong or needed to be fixed.

9. Near the top of the page, consider using a focused, detailed profile that explains your experience and expertise.

10. It's never a bad idea to have a second pair of eyes take a look over your resume, so consider having it reviewed by an expert.