

## BUILDING A STRONG RESUME



As the economy continues to struggle, more and more people are being laid off by their companies, putting them at a disadvantage when it comes to making money. Ten years ago, getting the pink slip might not have been as devastating as it is today because the economy was stronger, which means the unemployed had a better chance to find a new job. Depending on how good your resume is, you will be able to find a new job, whether or not you were laid off or decide to switch companies. The best way to build a strong resume is to have an excellent background in your profession or industry. If you have a strong background to display then it will be easier to construct your resume. You should begin with posting your name on the top of the resume in large, bold print. This will help you get your resume noticed by the employers you are applying with in your industry. Consider printing your resume on colorful paper so that it stands out from the rest of the pack. After your name, make sure you type your address and contact information on the top of the page so the employer knows how and where to get in contact with you. Once all of this is done you can begin putting your job history on the resume for prospective employers to view. The job history should include, in reverse order, your previous jobs. For instance, the first job listed on the resume should be the one you are leaving or recently was laid off by so that prospective employers know where you recently worked. Under each job listed on the resume make sure you have your job title, your job responsibilities, and your length of time at that job. This will help prospective employers understand what you have done in the past, what you were responsible for at the job, and how long you were employed there. All of this information can either make or break your chances at finding a new job. It is vitally important to proofread your resume for spelling and grammatical mistakes before printing and mailing it to hundreds of employers across the country. The worst impression you can make is to send a resume with spelling mistakes and grammar mistakes. The very first mistake noticed on your resume by a prospective employer will force the employer to toss your resume in the trash and never give it a second thought. When you finally finish your new resume, have someone you trust with your life proofread it and make corrections to anything on there. Do not be afraid of constructive criticism, it can be the difference between an average resume and an excellent resume.