

UPDATE YOUR RESUME EVEN IF NOT SEARCHING FOR A JOB



Even though you might be working an excellent job with great benefits and wonderful co-workers, you should still revisit your resume. Having an updated resume, no matter your employment situation, is very important. Having a steady job does not mean you won't be searching for employment in the near future. Layoffs can occur at a moment's notice, so make sure that your [resume is up-to-date](#). **Add New Skills and Talents** If your resume has not been updated in a couple of years, it might be missing some pertinent information about you. In the span of a couple years you might have acquired some new office skills, talents, or job certifications. All of these are important to have on your resume, even if you are not looking for a new job. **Updating a Resume can Boost Confidence** Working the same job over and over again can be tiring, but updating your resume can provide you with a boost of confidence. Maybe you have not updated the resume in five years. When you look back at some of the jobs you have worked and the position you hold now, you will be happy with how far you have come when you add your current job. **Figure Out Your Strengths** When you update your resume you will be able to [figure out your strengths](#). Determine what they are and how happy they make you. Working within your strengths can make you extremely happy at your job and even make your work shine. **Get a Better Understanding of you as a Worker** By updating your resume, you will be able to get a better understanding of you as a worker. A resume showcases not only your skills, talents, and strengths, but also your passions, values and preferences. If you choose to update your resume even while in a steady job, you will be able to figure out what type of worker you are. You can find out a little bit more about yourself and what values you look for the most in a company. **Be Prepared for the Worst** Despite being gainfully employed, [job status can change anytime](#) of the year, almost without notice. There is no rhyme or reason as to why, but you should always prepare for the worst. You can do this by updating your resume so you do not have to scramble to do so if and when you lose your job. You can recover quickly from a layoff if you have an updated resume ready to send out to potential employers.