



SCOPE OF RESPONSIBILITY

Several resumes included detailed job descriptions - laundry lists of duties and functions the individuals performed. Most prospective employers simply won't take the time or trouble to wade through such tedious and petty listings. Still, prospective employers want (and need) to know what your previous job experience was all about. An effective way to avoid boring your prospective boss to death and yet let him or her know what your responsibilities were in each of the jobs you've held is to explain your role in each position you've held. Let them know exactly where you fitted in the organization. You can do this in a brief (three- or four-line) paragraph just by providing answers to the following questions: [Read More](#)

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