

## THE LITTLE SECRET TO A WINNING RESUME: AVOID THE BIG SECRETS!

These are the people who made the Big Secrets popular. But they never preach about the little secrets without which the Big Secrets actually work against you. Let's consider a well known principle of clinching an interview. **Big Secret of getting a job is a stellar resume, the little secret is a tailored resume.** A resume is the first requirement of any **job application**, and people do work hard in their lives to acquire degrees and diplomas to put in that resume so that it assumes stellar status. People expect a resume to do half of their work for them. It can, provided it is tailored properly. A stellar resume is nothing bad by itself, but its effectiveness can be tenfold greater if it is tailored according to the requirements of the job. Keep in mind that employers are interested in finding the type of candidate they are looking for: the candidate who will fit into their scheme of things. *Employers do not look for candidates who might upset their established hierarchy.* So doing a little bit of research about the firm you are applying for and learning a bit of its culture is smart work. If you can find out something about the average qualifications of your immediate superiors, that can help. Find out about the job role you are expected to fulfill and tailor your resume according to that. It is an art to stress or downplay parts of your resume without removing anything essential. Let's give an example to make things clearer. Take for instance you are applying for a job role where the job demands that you help external consultants and interact with clients to formulate legal strategy. Your immediate superior is only a simple law graduate or JD. You have both a JD and a Master's in Law. In this case, it is evident that a simple JD is sufficient to handle the job role. Also the job role desires somebody who is a good listener and has polished interactive skills. So instead of writing: *"I obtained JD from such and such college and thereafter did Masters in such and such course from xy University. I have in-depth grasp of such and such law and have worked with AB firm with z achievements. I can handle the requirements of your job to your satisfaction"* I would write: *"I have experience of helping seniors at AB firm in preparing legal strategy. I obtained JD from such and such college and also did Masters in such and such law for I am interested in learning it. I believe working with you will grant me the opportunities to learn and serve that I am seeking."* So what is the difference between those two expressions of the same information? In the first item you are opening by hammering in your academic achievements and work achievements and trying to hard sell yourself. Even though the sentences seem innocuous enough that is what is happening. *And this is what everyone says you should do.* In the second item, you are opening by stressing on your work experience and supportive role. You are downplaying your academic degrees and stating that you did your Masters because you are interested in a particular field of law. You outline that all your achievements are a product of your wish to learn and serve and this job will help you do that. At the same time you downplay your Masters as just another milestone in your way to learn and insufficient when compared to the opportunities in the **present job**. Believe me, in the context of any law firm, the second resume has greater chances of acceptance. In the real profession out there, you learn every day as situations and laws change every day, and the application of law differs from case to case. Degrees are required to practice inasmuch as clothes are required when you go outside. Fancy degrees equate with fancy clothes, nothing more. The attitude that comes through your resume is your first impression on the employer. Your employer knows more about the law practice than you do. *Employers are always looking for supporting elements not controlling elements. That is why you have to be careful about drafting your resume and tailor it according to the job role. It definitely will get you a call if your resume says that you are a learner and supporter, than a know-all and a controller.*

*This article was originally published in EmploymentCrossing. EmploymentCrossing is a leading job reporting and research institution, consolidating jobs leads from all possible sources in the world. For more such informative articles, please visit EmploymentCrossing.*