

10 COMMANDMENTS OF GREAT RESUMES

1. You must prove your value. Your resume must justify why the employer should pay your salary.
2. You must minimize problems: choppy career, job gaps, obsolete industry experience, being fired, ect.
3. You must turn your resume into a script that you memorize completely.
4. Numbers are the spice of a great resume, they are used to measure, benchmark or scale your value.
5. You must declare your value at the: business unit, department, division and enterprise levels.
6. You must have cornerstone results that prove your career can stand the test of time and the winds of change.
7. Whether you're a manager or line staff, you must show that you are a team-player who can reach project goals.
8. You must define your impact on the bottom line.
9. You must prove your career is progressing.
10. You must be an exceptional performer.