

KEEP AN ATTA BOY FILE

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Update your Resume Month is a perfect reminder to start an atta boy file. We all know taxes are a lot easier to process, if we've established a decent filing system for all those deductions at tax time. But when it comes to gathering up all the info for writing a resume, we seem to forget about what we learned from the annual tax headache. Start the file now, and it will pay off when you need it most: when you're searching for your next job or promotion.

The atta boy file is all about you and your accomplishments. This is where you stash your old resumes along with all of your best stuff. This includes transcripts of award winning stories, letters of recommendation, employee evaluations, certificates of achievement, and a list of seminars and recently attended workshops. When you're ready to update your resume, whether you hire a professional, or do it yourself, having all this information handy will make the process much easier.

Here are some other things to consider for your file. Have you helped increase revenues? Have you won any awards? Have you been promoted? Solve problems? These are great accomplishments that belong in your résumé or cover letter. How about all those computer programs you know? It's never too late to start your file. Make it a point to do it soon!