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September is Update Your Resume Month

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September is a time for new beginnings. The kids go back to school, fall begins, and many companies start aggressively recruiting after the slower-paced summer months. September is the perfect time to update your [resume](#); it has even been designated as [International Update Your Resume Month](#) by [Career Directors International](#).

Here are a few points to consider if you plan on updating your resume this month or in the months to come.

1. **What successes have you achieved since you last updated your resume?** Have you worked on specific projects that have helped the company make money, save money, save time, grow the business or keep the business? Have you completed mission-critical projects ahead of schedule or under budget?
2. **Have you recently completed a degree or certification program** or taken classes that better position you as a subject matter expert in your field?
3. **Have you taken on any new leadership roles** through professional/[volunteer](#) organizations?
4. **Have you authored any books or articles, or presented at any industry events?**

Updating your resume only when you are in [job search](#) mode can be challenging. It can be difficult to remember all you have achieved when your position spans five or more years. And if that plum opportunity comes along and your resume is not up to date, you may scramble to pull a sub-par version together quickly and in turn sacrifice quality.

We go to the doctor and the dentist at least once a year as a preventive measure to ensure good health. Doesn't it make sense to have a resume check-up and update at least once a year as well? If you need help getting started, check out these free resources offered by [Career Directors International](#).

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Barbara Safani, owner of Career Solvers, has over fifteen years of experience in career management, recruiting, executive coaching, and organizational development.
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