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## September is Update Your Resume Month

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*Monday, October 2, 2006*

Even if you aren't in school, the beginning of fall often feels like the start of a new year. So while the kids have headed back to school, it's a good time to dust off your resume and give it a refresh. September is Update Your Resume Month and Kim Peters of working.com joins us with some tips on how to do just that. Kim?

 **Global** [Watch the interview](#)

People often change positions and take on new responsibilities at their work, but don't think to add these to their resumes until the last minute. They then find themselves scrambling to update a resume that may not have been touched in years when a new opportunity comes along.

Q: If I'm not looking to change jobs, why should worry about my resume?

A: Many people have a hard time remembering their accomplishments when it comes time to write them down, so important information may be lost if you don't always keep your resume current. Keep track of your achievements, seminars you've attended, projects you have worked on, complimentary emails - anything that shows what you have added to the company. If you aren't applying for a new job, this will still help at your next performance review or promotion.

Even if your skills haven't changed, the terminology used to describe them may have. Keeping the terms you use accurate and up to date will make it easier to complete your resume when you really need it.

Q: What sort of information should I make sure to include?

A: Focus on your accomplishments, not just your job responsibilities. Employers want to know that you're someone who will make a difference, so highlight specific business results and quantify them with percentages, dollar figures and hard numbers.

You also need to be succinct. While you may have taken on multiple tasks, you need to pare it down to the essentials. If you have too much information, you're probably burying your best stuff. Think of your resume as a billboard, not an encyclopedia.

Q: Are there any pitfalls to avoid?

A: Highlighting your accomplishments doesn't mean that you should lie or exaggerate, as the potential consequences aren't worth the benefits. If you lie, you always lose in the long run.

Career Directors International Update Your Resume Month  
<http://www.updateyourresume.com/>

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