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# Press Release

## FOR IMMEDIATE RELEASE

### **Job Seekers: Avoid This Common Résumé Pitfall**

Melbourne, FL – Most jobseekers are unaware of the mistakes they make in their careers until it is too late. They find out when they visit a professional résumé writer, or sit down to write their own résumé that they failed to save documentation crucial to their job search. “Tracking career accomplishments is no different then recording your mileage or saving receipts for your tax preparer,” said Susan Geary, a Certified Expert Résumé Writer from Prescott, AZ. “Unfortunately, a lot of my first time clients can’t remember how much money they saved or made for their former employers.”

That’s why it’s imperative to write down and file away career accomplishments. Geary recommends saving copies of annual performance reviews, training certificates, complimentary emails from supervisors or customers, and retaining sales figures, cost containment or whatever employees did on the job that affect the bottom line.

September is Update Your Résumé Month, and a reminder to all career-minded professionals to revise their résumé. “It’s important to always have a current copy of a résumé on hand,” said Laura DeCarlo, President of Career Directors International. “You simply never know when an unexpected opportunity can come knocking that you can’t pass up. The early bird frequently does get the worm in these circumstances!”

A free worksheet is available for download at [www.updateyourresume.com](http://www.updateyourresume.com) to prompt jobseekers in identifying prior achievements and contributions as well as establishing better record keeping skills for future résumé updates. Also included are free articles and tips from members of Career Directors International on the résumé writing process.

“Bottom line”, says Laura DeCarlo, “It’s important to document accomplishments in career, volunteer / philanthropic and education venues. Retain copies of documents such as evaluations, awards, training certificates, letters of recommendation and customer letters. Take the time at the end of each project (each quarter year or even each month) to record information on contributions, growth, and achievements. By keeping this file you will not only be better prepared to update and maintain a winning résumé, but you will be ready to promote yourself for the next internal promotion, raise, or review.”

Career Directors International is a global association that spans all career disciplines, including résumé writers, career coaches and counselors, job developers, recruiters, outplacement specialists, HR practitioners and other specialists from private practice, civil service, academia and military. For more information, visit [www.careerdirectors.com](http://www.careerdirectors.com).

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