

## **Tips that Make Resume Writing Simple**

Writing a resume from scratch can be a difficult task. Even if you do have a way with words, selecting the most relevant information about you and getting it down on paper isn't easy. The following list of questions will help make resume writing easier—answer these questions, and you will have a much better idea of what information to include in your resume.

- Outline your career history to date
- What are your professional strengths?
- What are your professional weaknesses?
- What key skills and professional habits have you learned in your career so far?
- What are your biggest professional achievements?
- What can you offer a potential employer?
- What evidence can you provide to support your answer to the previous question?
- What would your current boss and colleagues say about you right now?
- What will they miss about you when you leave?
- Why do you want a new job?

Answer these questions as fully as possible, but at this stage don't worry too much about being word-perfect. The idea behind these questions is that you start to think about your professional skills and attributes—the things that make you a company asset. If you want to work in a specific position or industry, answer the questions in a way that would appeal to employers in that industry. Try to include only positive information. When you write down your weaknesses, for example, try to frame them in a positive way, or write down things you can do to minimize your weaknesses.

With these questions answered, you have a good framework for writing your resume. You'll know what skills you want to emphasize, and any weaknesses you want to avoid mentioning, as well as how your skills will make you an asset to a potential employer. In addition, you'll be better able to pinpoint how your skills and achievements you the best person for the job. In short, you can use the answers to these questions to sell yourself on your resume.

Answering these questions will not only help you write a great resume—they're also helpful for interview preparation. If you can write and memorize well thought out answers to these questions, you'll be able to answer these and similar interview questions without having to search for the words. Good verbal communication skills can help you stand out from other candidates, and being well prepared for interview questions will also help you stay relaxed.