



**IT Rumors - You don't have to study hard to pass tests!**  
**If you believe this then don't read anymore. Otherwise....**  
[Click here to read more](#)

Looking for a new IT career? Interested in upgrading current IT skills? LEARN WHILE COMMUTING to and from work, by audiocassette or CD. Try AudioWhiz and maximize your study time. We offer hundreds of certification exam questions, all with a 90-day money back guarantee.

[Learn more now with AudioWhiz!](#)

For information on how to advertise in this newsletter please [contact our Ad Sales team](#) or visit our [advertising page](#).



## Basic Concepts For Superior Resume Writing

A good resume is a marketing tool - not a personnel document. Its primary purpose is to help land a job interview.

- 1) A good resume is about the job hunter - not about the job hunter's work history.
- 2) A good resume focuses on the future - not on the past.
- 3) A good resume focuses on achievements or accomplishments - not on job descriptions.
- 4) A good resume documents and prioritizes skills the job hunter enjoys using - not abilities they used in the past just because they had to.

An ineffective resume is largely a historical document presenting past work history, whether or not it relates to future goals. It's also a "career obituary."

- 1) An ineffective resume is about jobs and job descriptions, rather than about the unique talents and accomplishments.
- 2) An ineffective resume ignores the issue of job satisfaction.
- 3) An ineffective resume is largely a historical document presenting past work history, whether or not it relates to future goals. Thus the term, "career obituary." In short, an ineffective resume is usually about work, not about the worker. This kind of document fails to help the employer identify a superior candidate because:

- It does not distinguish between mediocrity and excellence
- Nor is it of much value to the job hunter, because it doesn't set the candidate apart from other eligible applicants

IT jobseekers need to pay close attention to the above, yet not overlook sprinkling the resume with their skills, acronyms that relate to the job position, and often use the long titles or terminology that once again pertains to the position description applying for. It's likely that you will need more than one resume.

This week's feature by  
**Fred Mitchell**

Fred Mitchell is a former Marine, and the author of *The Resume Workbook: Military-to-Civilian*.

### Free Cramsession IT Newsletters - Choose Your Topics!

H = HTML Format    T = Text Format

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <input type="checkbox"/> A+ Weekly         | • <input type="checkbox"/> Exam Tips 'N Tricks                     | <input type="checkbox"/> • .NET Insider                            |
| <input type="checkbox"/> • ByteBack!                                | <input type="checkbox"/> Linux News                                | • <input type="checkbox"/> Script Shots                            |
| <input type="checkbox"/> <input type="checkbox"/> Cisco Insider     | <input type="checkbox"/> • Must Know News                          | <input type="checkbox"/> <input type="checkbox"/> Security Insider |
| <input type="checkbox"/> <input type="checkbox"/> Developers Digest | <input type="checkbox"/> <input type="checkbox"/> Net Admin Weekly | • <input type="checkbox"/> Trainers News                           |

Enter your Email

**Subscribe Now!**

**CramSession**  
Prepare for Success!

Your subscribed e-mail address is: [steven.thode@toadworld.net](mailto:steven.thode@toadworld.net)  
To unsubscribe, simply [click here](#) and hit "send" in your e-mail reader.

© 2002 BrainBuzz.com, Inc. All rights reserved. [Click here for Terms and Conditions of use.](#)