

Questions You Should Ask Yourself As You Prepare Your Resume

- What key qualifications will the employer be looking for?
 - What qualifications do you possess that will be most important to them?
 - Which of these are your greatest strengths?
 - What are the highlights of your career to date that should be emphasized?
 - What should be de-emphasized?
 - What things about you and your background make you stand out?
 - What are your strongest areas of skill and expertise? Knowledge? Experience?
 - What are some other skills you possess--perhaps more auxiliary skills?
 - What are characteristics do you possess that make you a strong candidate? (Things like "Innovative, hard-working, strong interpersonal skills, ability to handle multiple projects simultaneously under tight deadlines")
 - What are the three or four things you feel have been your greatest accomplishments?
 - What was produced or improved because of your accomplishments?
 - Can you quantify the results that you produced in numerical or other specific terms?
 - What were the two or three key accomplishments of your particular jobs?
 - What were the key skills you used in these job? What did you do in each of those skill areas?
 - What kind of results are particularly impressive to people in your field?
 - What results have you produced in these areas?
 - What are the "buzz words" that people in your field which should be included in your resume?
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