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## **The Top 3 Resume Mistakes of Career Changers and How to Avoid Them**

**By Rita Fisher, CPRW**

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CPRW**

The Top 3 Resume Mistakes of Career Changers and How to Avoid Them!  
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### 1. Lack of focus in the resume

Are you going from a Production Manager position to Pharmaceutical Sales?

So...why does your resume start with this objective: "To obtain a challenging position that will provide continued growth, learning and advancement"

HUH?

What does THAT mean?

I mean, if you are trying to change careers, you should probably be more specific about it.

Something like this:

"Award-winning, top-producing and dynamic Production Manager interested in applying proven revenue generation and rapport building skills in a Pharmaceutical Sales Representative position"

Now, that is specific.

### 2. Creating a chronological resume

Do you really think a chronological resume will be beneficial when you are trying to change careers?

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I don't think so.

Let me explain.

A chronological resume starts with your current position.

So, if you are currently a Data Security Administrator but you are really interested in becoming a Paralegal, do you really want to start your resume describing what you do on a daily basis as a Data Security Administrator? I didn't think so. Employers looking for a Paralegal don't really care to read all that.

Instead, look at your work history as a whole and try to slice it into different categories. These categories, or skill-groups will have to be the ones that you can transfer to the new industry, in this

case: a paralegal job. These will be your transferable skills and your new - functional - resume will be built around them.

For example, what kind of skills did you use as a Data Security Administrator?

Research skills

Communication skills

Client services skills

Now, build your resume around these skills.

This is called a functional resume because these skills represent a function that you have performed in the past and will be performing again.

So, center your resume on the above 3 main skill headings and include RELEVANT information under each heading that you have pulled from your TOTAL COMBINED work history.

Call me at 812-375-6190, if you have any questions about the functional resume. I will be happy to answer your questions. Or e-mail me at [resumes@reliable-net.net](mailto:resumes@reliable-net.net). (Finding transferable skills and transferring them for the new job is what I do best).

### 3. Listing only your duties and responsibilities

Nobody cares what you do on the job. I mean, if you are a Receptionist or a Sales Broker, you have the same duties every Receptionist or Sales Broker has, right?

But before you sock me in the head for being rude, let me tell you this.

Even though companies don't care about WHAT you do on a daily basis they do care about the RESULTS of what you do?

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What results, you ask?

Like: saving money for the company, earning money, otherwise called bottom–line results.

So, do you have results like that? Of course, you do!

Just answer these questions:

How did you contribute to the company's bottom line?

How did you do your job better and / or more efficiently than someone else might have done it?

Consider the following 2 "job descriptions." You tell me which one sounds better:

"Kept files, maintained up to date records."

Or

"Saved company \$10,000 / year by developing and implementing a new and efficient filing system for all sales transactions."

See what I mean?

Rita Fisher, a Certified Professional Resume Writer, has received publicity for her work with job seekers on the Oprah Winfrey Show, in McCall's magazine and in many other media sources. Her professional resume writing work has been featured in "Gallery of Best Resumes" a book by Jist Publishing. You can reach her at <http://www.CareerChangeResumes.com>.

### **Tips For Writing Your Winning Resume**

**By Gabriel Adams**

Your resume is one of the most important documents that you will create in your lifetime. Many times an employer will not even give you a chance at a job without a stellar resume. Usually the difference between getting a job interview and not getting a job interview is how well you write your resume. You usually can not speak to your prospective employer until they have first seen your resume, so your resume writing has to do the speaking for you. Writing a resume is not very difficult if you just remember a few basic techniques.

1. Career Objectives - The career objective section should be located at the top of your resume. This section should contain your career goals and aspirations. It is a good idea to tailor this section so that it applies to the job which you are applying. This will let your prospective employer know that you are interested in the job, and that this job is a step towards your overall career objectives.

## The Top 3 Resume Mistakes of Career Changers and How to Avoid Them

2. **Work History** - Make sure when you are writing your resume you give your last three jobs in your work history. Also if for some reason there are gaps in your work history make sure you write an explanation for the absence on your resume. Also, when you are writing about the tasks you performed on this job, try to emphasize the tasks that relate the most to the job you are trying to get.

3. **Skills Section** - This section is the most often overlooked when someone is writing a resume. However the skills section is the most important section in a resume. You want to make sure that you list all of the skills you have obtained, as well as the amount of experience that you have in each skill. This is very important to employers, because it tells them how much training they will have to give you if you are hired.

4. **References** - Depending on the job you are applying for, an employer may or may not contact your references for information about you. If they try to contact your references and they can not contact them, it will reflect poorly on you, and you might not get called in for an interview. Make sure that you keep your contact information current when writing your resume, and notify your references when you submit a resume so they will be prepared to be contacted if necessary.

Check out

to help you write your winning resume.



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