

It May Be Your Resume, But It's Not About You!

**By Bonnie Budzowski
President, inCredible Messages, LP**

If your resume is effective, chances are that your name is at the top, but the document is focused on the reader. It probably demonstrates some of the following qualities—ones that catch a hiring manager's attention and result in an interview:

- **No Squinting is Required**
An effective resume is designed to be attractive and easy for the reader. The page looks clean and uncluttered. Fonts are recognizable and easy to read (minimum: size 12 point). The use of headings, bullets, and spacing makes it easy for your resume to be scanned.
- **Results Take Precedence Over Position**
Hiring managers are not as concerned with the positions you've held as they are with the results you've achieved. Managers want to read about results in a way that convinces them you are prepared to achieve these same results or better in a new job. In a resume that convinces, claims are supported by facts and figures.
- **It Demonstrates Restraint**
An effective resume considerably withholds information—because it's unlikely a hiring manager cares that you once delivered newspapers. With the exception of academic and research vitae, the effective resume is short and to the point. It provides just enough information so that the manager wants to meet you to find out more—not about you, but about what you can do for the company.

It's amazing to think about this: if your resume is effective, it's not really about you. Effective communication, across all situations, is receiver-centered. Keep this in mind when you submit your next report or proposal. Those documents aren't about you either.



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