

Resume Tips for the New Year

20
19

CAREER SERVICES BY ELLE



Danielle Holmes, M.Ed, CPRW

January 2019

Career Services by Elle Resume Tips



PREPARING FOR A YEAR OF SUCCESS



The beginning of the New Year is the perfect time to reflect on your achievements from 2018 and goals for 2019.

Whether you are currently in the middle of a career search, looking to begin one, or not currently looking - keeping your resume updated is a continuous process. Through incrementally updating your document, you'll find it easier to keep up with your achievements, ensuring that your document remains accurate and ready for any planned (or unplanned) career moves.

Career Services by Elle Resume Tips



PREPARING FOR A YEAR OF SUCCESS

Update the Following...

- 1. Contact Information.** If you relocated, changed your phone number, and/or updated your email address, be sure to reflect the changes on your Resume Document.
- 2. Key Skills.** Update the "Areas of Expertise" section of your Resume document with any new hard skills or soft skills that you obtained throughout 2018.
- 3. Work History.** Landed a new job in 2018? Be sure to update the Professional Experience section of your resume with details of your new role. **(Check out the Career Services by Elle Resume Refresh Service!)**

Career Services by Elle Resume Tips



PREPARING FOR A YEAR OF SUCCESS

Add the Following...

- 1. Achievements.** Add any achievements that you made in 2018 to your current role (use bullet points for these).
- 2. Awards.** Highlight any awards and/or nominations that you have received on your document.
- 3. Degrees, Courses, and/or Certifications.** Completed your degree? Took classes? Obtained a certification? Add those to your document as well. This will help to increase your marketability in any future career searches.

Quick Checklist

PREPARING FOR A YEAR OF SUCCESS

- ☐ Update your Contact Information
- ☐ Update Your Key Skills
- ☐ Update Your Professional Experience
- ☐ Add Achievements
- ☐ Add Awards
- ☐ Add Courses, Classes, and/or Certifications



Career Services by Elle Resume Tips



PREPARING FOR A YEAR OF SUCCESS

Need Assistance?

Here are a two services that Career Services by Elle offers that can help you reach your career goals in 2019.

Resume Refresh Service:

Our Resume Refresh Service is the perfect option for clients that are looking to have their Resume updated and fine-tuned.

Link:

<https://www.ellecareerservices.net/product-page/resume-refresh-service>

LinkedIn Profile Service:

Our LinkedIn Profile Service will provide you with a powerfully branded LinkedIn Profile that will optimize your personal brand and help you get noticed.

Link:

<https://www.ellecareerservices.net/product-page/linkedin-profile>

(Copy and Paste the Links into your browser).

Happy New Year!



Use Promotional Code NEWYEAR
to take \$25 off Career Services
and/or Packages. (Please feel free
to share this promotional code.)

Expires January 31, 2019.

