

# How to Rework Your Resume from Boring to WOW!

The following are some practical examples of how to change the wording and format your resume so your strengths stand out!

Before	After
Maintained records for accounts receivable and accounts payable.	Managed over 500 accounts receivable and payable accounts working directly with the Financial Director.
Quick and accurate execution of data entry on a consistent basis.	Achieved top production volume by maintaining high degree of accuracy with typing speed at 80 wpm.
Gave work assignments and managed to apprentice mechanics.	Directed workflow, supervised and trained apprentice mechanics.
Supervised and delegated trades people	Supervised and delegated to a crew of 10.
Dealt with distributor to create monthly orders for office supplies	Negotiated volume discounts for monthly orders through interaction with office supply dealer.
Don't write 'can speak' Portuguese, Italian, Japanese...etc. If you have achieved a certain fluency level, list it.	<b>Quantify this way:</b> "Con conversationally fluent" or "Business level fluency."
Prioritize your information. Ensure that the most important and most relevant information is among the first listings	<b>For example,</b> "maintained an employee information data base" is more important than "managed a 30 line phone system." so it should come first.
Make your resume easy to read.	<p>Bullets make lists and multiple entries easy to read.</p> <ul style="list-style-type: none"> <li>• Managed team of 20 data entry clerks. Productivity increased by 25%.</li> <li>• Increase in productivity eliminated the need for night shift data entry clerks.</li> </ul>
Do not indicate a dismissal from a job on your resume.	Select one or two co-workers that can act as a reference about the job you performed and how you produced. Also, consider making contact with the employer that fired you to see if they will provide you with an acceptable reference letter.
How to eliminate gaps on your resume:	Fill in the blanks with other things you did during that time. Other items you can include in the experience section are volunteer activities, community involvement, special projects, and education. You can also eliminate the months from your resume and just indicate the year that you worked at a particular job.