

# 10 Tips for Working With Your Resume Writer

*Here are 10 tips to help ensure a successful, positive collaboration with your resume writer.*



## **Communicate Clearly.**

Your resume writer will let you know what they need from you. You should be responsive to requests. The better the information you provide your resume writer, the better your new resume will be. Also, be honest with the information you provide!



## **Be Clear on Your Career Goal.**

A “generic resume” isn’t as effective as a targeted resume. A specific job target helps your resume writer create a more effective resume. Don’t use a targeted resume to apply for a job in a different field. *(Example: Don’t use a sales resume to apply for an operations job.)*



## **Meet Your Deadlines.**

If you have action items to work on, return them in a timely manner. When you receive your documents, respond quickly to finalize the project so you can start using your new documents.



## **Invest In Yourself.**

Your new resume is just one tool in your job search toolbox. Consider spending 1-3% of your annual income on improving your career prospects (interview prep, a new outfit, certifications, etc.)



## **Trust Me, I’m Your Resume Writer.**

Ask your resume writer – not your friends or family – if you have questions about your documents or job search. You hired your resume writer for their expertise, so don’t be afraid to ask them questions. And don’t believe everything you read online!

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## **Remember Your Resume is a Marketing Document, Not an Obituary.**

Your resume writer won't include every detail about your life and work history on your resume. This information is important to who you are, but not necessarily for *this* resume for *this* job target.



## **Don't Lend Your Resume to Anyone Else.**

Your new resume is a customized document developed just for you. Allowing someone else to "use" your resume (format, design, and/or work descriptions) may dilute its effectiveness for you. If someone likes your resume, you can refer them to your resume writer!



## **If You're Not Getting Results, Let's Talk.**

Your resume writer might need to make some changes to make your resume more effective, or share some strategies to help you increase the number of interviews – and job offers – you're getting.



## **Let Me Know How You're Doing.**

Let your resume writer know how things are going! Many resume writers report not hearing back from clients until they need an update to their resume when it's time to look for a new job. But your resume writer wants to hear from you when you get a job offer!



## **Keep Your Resume Updated.**

Once you land a new position (and know you're going to stay), get back in touch with your resume writer to add your new position. Also, keep an accomplishments journal to make updating your resume easier in the future!