

YOUR CAREER > YOUR FUTURE

Career Experts Group Monthly Newsletter



"I've enjoyed being subscribed to your newsletter and getting some frequent motivation and updates on the job market & HR Trends."

- Jared Costigan, West Hartford, CT

When it comes to resumes, opinions and suggestions for best practices can seem limitless. We've decided to devote a whole issue to this topic, identifying the top trends and strategies you'll need to stay current. We'll share a variety of tips and resources for job seekers, career changers, and those who just want to keep their resume up-to-date.

You'll learn how to make sure your resume is ATS (applicant tracking system)-friendly. You'll discover creative strategies for incorporating personal branding into your resume to stand out from the competition. And you'll see why the top half of your resume is the most important section for attracting a hiring manager's attention. Our Special Feature shows you how to tailor your resume for specific types of positions: IT, non-profit, and executive board positions. For those who prefer a "show and tell" format, we've even created several YouTube videos.

This newsletter also discusses "Quiet Quitting," a term you've probably heard repeatedly in the news or on social media over the past few weeks. Our career trends section focuses on this hot topic: what it means for workers, for the business world, and for the economy.

For more career-focused information, insights, and inspiration, follow the Career Experts Group website at www.careerexpertsgroup.com. You can reach us at info@careerexpertsgroup.com.

We've got you covered wherever you are in your career journey.

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NEWSLETTER HIGHLIGHTS

Career Industry News/Trends

[Quiet Quitting: A New Trend](#)

[Creating a Buzz](#)

Job Finding Strategies

[Writing Resumes for ATS](#)

[and the Human Eye](#)

Career Advice

[Your Resume's First](#)

[Impression](#)

Building Your Brand

[How to Brand Your Resume to](#)

[Stand Out](#)

Diversity, Equity, & Inclusion

[Strategies to Diminish](#)

[Resume Bias](#)

Special Feature

[5 Tips for Writing a Winning](#)

[Resume and Samples of Best](#)

[Practices](#)

Ask the Experts

[Your Questions Answered](#)

Holiday Highlights

[International Update Your](#)

[Resume Month and Self-](#)

[Improvement Month](#)



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QUIET QUITTING: A NEW TREND CREATING A BUZZ

by *Elyse Pipitone*

Quiet Quitting has been a hot topic since last month, when a TikTok user’s video about this phenomenon went viral. However, Quiet Quitting doesn’t involve quitting at all. In reality, it means an employee is doing the work that is required and expected in their position, without going above and beyond. Examples include not working overtime, not taking on additional projects, and not checking work email and voicemail over the weekend. Many social media posts comment that Quiet Quitting is simply maintaining one’s work boundaries: finding a healthy balance between work and personal priorities to maintain physical and emotional well-being.

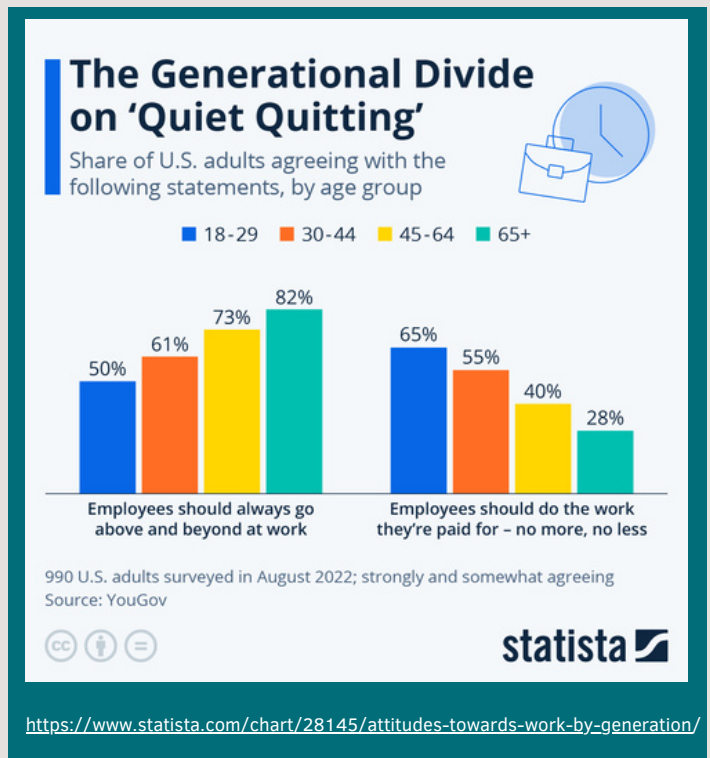
Alternatively, other workers have interpreted Quiet Quitting as an act of rebellion against a difficult manager, toxic workplace, or harmful office culture. In this case, employees are intentionally doing what they consider to be the least amount of work possible. The response on social media has been equally swift, with such workers judged as “slackers” or as being passive-aggressive and taking advantage of their employers.

An [August 17 ResumeBuilder.com survey](#) of 1,000 Americans found that 21% of workers said they only do the minimum on the job, and 5% do less than what they’re paid to do. An [August 12 Wall Street Journal article](#) mentions a Gallup poll from earlier this year, in which 54% of employees born after 1989 stated that they were not engaged with their work and they only do the minimum required on the job.

This second type of Quiet Quitting is already yielding negative consequences for the economy. The Bureau of Labor Statistics reported that productivity fell at a 4.6% annualized rate in spring 2022. This slide follows the previous quarter's 7.4% drop, the sharpest decline in 74 years. As employers pay more money for less productivity, those costs are passed on to consumers – which in turn impacts inflation.

Some companies are responding to Quiet Quitting by making more of an effort to retain and engage employees, including incorporating well-being and self-care strategies, increasing transparency, and instituting employee recognition programs. Other companies are taking more drastic measures to keep employees accountable for their productivity. An [August 18 New York Times article](#) describes how some companies are monitoring workers’ productivity by tracking their keyboard activity and other methods.

What is your view of Quiet Quitting? We want to hear from you. Email us at .



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Writing Resumes for ATS* and the Human Eye

*ATS-Applicant Tracking System

By *Laura L Johnson*

It's essential that your resume is simple, clear, targeted, and logically laid out to capture the attention of hiring managers and recruiters.

MUST HAVES

- Heading - name and contact information (city, state, zip, phone, email, and LinkedIn URL)
- Targeted headline
- 2 to 3 Key Achievements - OR - 2 to 3 Value Proposition Statements
- Area(s) of Expertise and/or Core Competencies
- Professional Experience
- Education



OPTIONAL

- Awards/Honors
- Military Service
- Volunteer Work
- Certifications/Licenses
- Projects
- Extracurricular Activities
- Publications
- Languages

DO

- Embed relevant keywords throughout content, not just in lists
- Use action verbs and impactful adjectives
- Present in active 1st person voice
- Demonstrate quantifiable results
- Include soft and hard skills
- Minimize/eliminate "fluff" adjectives
- Remove "phone" or "email" labels/icons
- Include graduation year only if <10 years ago
- Set up email and LinkedIn URLs as live links



DON'T

- Include physical address
- "Keyword stuff"
- Copy the job description word for word
- Include obvious skills
- Include volunteer work with controversial organizations
- Use an "Objective Statement"

PRO TIPS:

Use a WORD doc to apply online, unless instructed otherwise.
Use a PDF for Email, LinkedIn InMail, and Messenger.

*75% of all qualified applicants are rejected because the ATS can't read the resume (Zippia).
75% of large companies and 98% of Fortune 500 companies use an ATS (Zippia).*

ATS can't read information in:

1. Text Boxes
2. Charts
3. Graphs
4. Headers/Footers
5. Photos
6. Graphics
7. Icons



Avoid

- Canva/graphic design software
- Column resume formats
- Multi-row tables
- Pre-formatted resume templates
- Functional or skills-based resumes
- Degree or credential acronyms after name



YOUR RESUME'S FIRST IMPRESSION

by *Marie Eddy and Vivian VanLier*

You only get one chance to make a first impression, and nowhere is that more true than on your resume. The top third or top half of the first page must capture the reader's attention to ensure that you wind up in the "review further" stack. Numerous studies have found that, on average, a recruiter scans a resume for six seconds before deciding if the applicant is a good fit. In those 6 seconds, you need to convey your target, your brand, and what you bring to the table.

Here are some tips to position you as a viable candidate:

1. Make your target clear; when applying for a specific position, add the listing's job title to the top of your resume.
2. Include a branding statement.
3. Provide a brief profile overview (2-4 lines).
4. Convey relevant accomplishments in 3-5 leading bullets.
5. Make it "sizzle."

Best Practice Examples:

NATIONAL SALES AND MARKETING MANAGER

Exceeded Revenue, Margin, and New Market Penetration Targets in Highly Competitive Industries

Visionary Sales Executive and Business Leader who builds and leads world-class teams that deliver strong and sustained contributions to revenue, margins, and market expansion. Built a reputation for driving the success of new CPG brands for organizations such as Nestle, Unilever, and PepsiCo.

- *Exceeded sales targets 2X on rebranding of legacy product for [company].*
- *Executed launch of [new brand] that overtook established competitor in 10 months.*
- *Collaborated with cross functional teams to refine product labeling and strategic pricing that positioned [product] as segment value leader in under one year.*

SENIOR IT STRATEGIST • OPERATIONS LEADER • INFRASTRUCTURE DIRECTOR

Trusted Senior IT Leader who transforms business problems into business solutions to improve operations, support corporate strategy, and drive business growth

Distinguished Technology Operations Innovator with expertise in diverse range of technology infrastructure within multiple industry settings who provides operational leadership and strengthens and evolves business processes by adapting and driving IT strategy through strategic and tactical project management.

- Negotiated master telecommunications agreements resulting in **cost reductions with each contract of 10 percent.**
- Achieved **reduction in costs of \$4,000,000** by redesigning global network.
- Ensured that optimal performance was maintained for all global telecommunications and end user services in changing environments with multiple priorities and objectives in **110 countries.**

When recruiters read this information, they will want to read more. This top section can be easily modified to fit the job opening. Spend some time polishing your resume's first impression and you will see results.

Does your resume branding statement and profile overview sell your value proposition to prospective employers? If so, we would love to see it. Drop us an email at info@careerexpertsgrp.com.

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HOW TO BRAND YOUR RESUME TO STAND OUT

by *Jacqueline Peros* and *Denise Bitler*

Studies show that first impressions are made in less than seven seconds of meeting someone, whether online or in person. Given this statistic, how can you ensure your resume not only gets seen by a hiring manager or recruiter, but also sets you apart from the sea of resumes they are evaluating?

Font selection and use of color can help you brand your resume and create a positive first impression. First, however, you must consider your audience – in this case, the industry and the hiring manager’s needs – to determine how to best position yourself and communicate your unique skillsets.



COLOR - Color is one of the most important elements in communicating one’s brand. Color evokes emotion, and when we feel an emotion, it becomes memorable. In fact, up to 90% of an initial impression is based on color, and color influences 85% of shoppers’ purchase decisions. Leveraging color on your resume can improve your visibility, create a positive first impression, and make you more memorable.

When choosing the color(s) for your resume, consider whether the industry is traditional/conservative (finance, law, government), or creative (tech, media, marketing). Then, you’ll need to ensure your resume is easy to read and draws attention to the sections/content you want to highlight. This is where the use of color can be very effective.

Use color in moderation. To project a favorable and professional image, your resume should include a maximum of two colors. For a conservative industry, you can leverage the standard black and white resume by using a bold black to draw attention to certain sections. Alternatively, you can use blue as an accent color. Many traditional industries use blue to communicate trust, wisdom, and security.

For a more creative industry, you can find a company’s brand color (hex code) on the company’s website and incorporate that dominant color on your resume. If you decide to customize your resume with the specific brand color for multiple companies, don’t forget to change the color each time. You don’t want to submit a resume to Company B with Company A’s brand color!

FONTS

The use of fonts is another useful strategy to make your resume stand out. Most fonts fall into two major categories: Serif or Sans Serif. Serif fonts have decorative serifs, or little “tails,” on certain characters and have a more formal look. These include Times New Roman, Georgia, Garamond, and Cambria. Sans Serif fonts don’t have tails and often have a more modern look. These include Arial, Calibri, Century Gothic, and Verdana. Here’s a good rule of thumb: Use Serif fonts for headings and Sans Serif fonts for the resume body.

Using Color Effectively on Your Resume

- Understand your audience
- Use in moderation
- Draw attention to specific sections, keywords, and accomplishments

Popular Tools to Determine a Company's Brand or Logo Hex Codes

- [Eye Dropper](#)
- [Color Picker](#)
- [Ginifab](#)
- [ColorZilla](#)

RED	BLUE	GREEN	PURPLE	ORANGE	GREY	PINK
Passion	Professionalism	Healing	Royal	Confidence	Elegance	Compassion
Excitement	Trustworthy	Money	Power	Success	Authority	Sincerity
Energy	Stability	Safety	Arrogance	Bravery	Knowledge	Sophistication
Love	Integrity	Reliability	Wisdom	Sociability	Dignity	Lightheartedness
Danger	Strength	Freshness	Luxury	Determination	Practical	Femininity
Determination	Credibility	Quality	Ambition	Energy	Balanced	Compassion

STRATEGIES TO DIMINISH RESUME BIAS

by Murray A. Mann

Resume bias impacts people of color, women, older job seekers, immigrants, people with disabilities, LGBTQ+, and others in different ways. The three most prominent resume biases are:

- 1. Name Bias:** What's in a name: Jose or Joe? When Jose Zamora dropped the "s" in his name, he went from no employer responses to securing numerous interviews for the same openings (Huffington Post). Several studies where individuals submitted identical resumes except for the applicant's name found that non-white/ethnic-sounding names have up to a 50% less chance of being interviewed than their "whitened" resume versions. (Stanford/University of Toronto).
- 2. Gender Bias:** Studies show that recruiters prefer a male writing style. According to Zippia, women tend to be less objective, use more words, and write in paragraphs vs. bullets, including personal attributes. Additionally, 90% of men and 68% of women use powerful proper nouns and nouns as their top 10 words. (University College London/Oleoo).
- 3. Age Bias:** 38% of hiring managers admit age bias in reviewing resumes (Resume Builder). A Federal Reserve Bank of San Francisco study showed that job candidates ages 29-31 received 35% more callbacks than those ages 64-66.

What Can You Do? There are simple technical steps you can take, while other decisions involve masking parts of your identity. Ask yourself, "*How authentic do I want to be? How much do I want or need this job?*" Do what feels right for you; deciding whether to take bias reduction actions is a very personal one.

- **Networking can reduce resume bias.** Referrals from employees or others connected to the organization comprise 30-40% of new hires (Zippia 2022).
- **Name Bias:** Some job seekers replace their first name with a nickname or middle name on their resume and LinkedIn. However, online applications will require your legal name, address, employment dates, and other information that you may be masking on your resume.
- **Gender Bias:** You can assess your gender writing style by using the free online Gender Decoder.
- **Age Bias:** 1. Modernize Your Resume (check out this great book by Louise Kursmark and Wendy Enelow)
2. Only list the most recent 10-15 years of work experience. 3. Highlight tech skills and upskilling.
4. Update your email address (no AOL, Hotmail, Yahoo). 5. Remove graduation dates.

What Can Employers Do?

1. Implement a Blind Resumes Review Process.
See: *The Blind Hiring Process: What it is & How to Do it?*
2. Diversify recruitment/selection teams, referral processes, and interview slates.
See: *Moving your talent acquisition strategy beyond diverse candidate slates*
3. Evaluate algorithmic bias in its recruitment technologies.
See: *Higher Standards for Hire: Algorithmic Bias in the Job Application Process*



By: Jeanne Stoner, Laura Johnson, and
Elyse Pipitone

Special Feature

5 TIPS FOR WRITING A WINNING RESUME & SAMPLES OF BEST PRACTICES

(Page 1 of 2)

Here are 5 practical tips and videos showcasing best practices for writing or refreshing your resume.

1. **Write a STRATEGIC Resume.** Think about your resume like typing an address into your GPS. The more targeted the writing, starting with your job title, the higher the chances that you will arrive at your destination. Study job descriptions and use [LinkedIn Career Explorer](#) to help you find suitable job titles.
2. **DISTINGUISH YOURSELF.** Add a summary section at the top of the resume showcasing your top three or four selling points. Answer this question — what makes you better than others?
3. **Speak to your BUSINESS VALUE and BUSINESS IMPACT to get noticed quickly.** Explain how you impact the bottom line in your summary section. Write work experience focused on achievements instead of a list of job duties. Show don't tell.
4. **MODERNIZE the format and use the proper RESUME STRUCTURE.** Applicant tracking systems (ATS) may not be able to read resume templates. Use Microsoft Word, follow a combination resume structure, and add a splash of color.
5. **Prepare for the COMPLEXITIES of ONLINE SEARCH.** Keywords drive electronic resume scanning and enable movement from the ATS system into the hands of a human.

Now, here are specific tips and videos for Technical, Board, and Non-Profit resumes.

Technical Resumes

The challenging part of writing a technical resume is understanding that you are writing for two audiences: nontechnical HR recruiters AND technical decision makers.

1. **BE STRATEGIC:** What's the right job title? Is it a Software Engineer role, or are you targeting a Software Architect, Java Programmer, Cloud Systems Engineer, or Software Lead?
2. **ADD TECHNICAL and PROCESS KEYWORDS.** Use technical tables and process keywords like applications development, software development life cycle, system integration, production release, and Agile/Scrum.
3. **SHOWCASE BUSINESS VALUE and DISTINGUISH YOURSELF:** In summary, what makes you an exceptional technical professional? For work experience, did you help the company design innovative products or deliver outstanding quality on time? Did you reduce the development cycle by improving a process?



To learn more, including 5 tips for success and a resume review — what's missing, best practices, and what works well — [watch this great video](#) presented by [Jeanne Stoner](#).

SEPTEMBER 2022

Special Feature

5 TIPS FOR WRITING A WINNING RESUME & SAMPLES OF BEST PRACTICES

(Page 2 of 2)

Board Candidate Resumes

Board resumes differ from the more traditional position-focused resumes in a few significant ways. You should:

1. **FOCUS ON YOUR HIGHEST-LEVEL ACHIEVEMENTS:** Include no more than 3 bullets for each position, focusing on value-adds that have significantly changed the business/organization over time.
2. **LIST BOARD-RELATED EXPERIENCE BEFORE PROFESSIONAL EXPERIENCE:** Include non-profit, for profit, and volunteer service.
3. **INCLUDE YEARS OF SERVICE WITH NO WORRY OF AGEISM:** Board roles require seasoned professionals with significant years of experience.
4. **INCLUDE A PHOTO:** A business casual or business professional headshot (as determined by the target company/industry norms) is encouraged.

Focus your company research on key skills and your match to board-specific core competencies. Use proxy statements and board skill matrices. Additionally, Spencer Stuart publishes an annual report that provides an analysis of board governance practices of the S&P 500.

To learn more, including key tips for creating an impactful board resume that really stands out, [watch this great video](#) by [Laura Johnson](#).

Non-Profit Resumes

Non-profit positions can be found in numerous industries, and focus on service to others through charity, education, science, art, philanthropy, or religion.

1. **CONSIDER YOUR IMPACT ON OTHERS:** Quantifying your achievements (dollars, percentages) isn't always possible in nonprofit jobs. Instead, show how you impacted the populations your agency serves, directly or indirectly.
2. **HIGHLIGHT YOUR "SOFT SKILLS,"** such as active listening, de-escalation skills, and empathy. Nonprofits value communication, relationship building, and emotional intelligence. Take note of how the company describes its mission, ethics, and philosophy in its job posting.
3. **INCLUDE PROFESSIONAL RECOGNITION** of your hard work and dedication, such as a company award. Content from a glowing performance review or emailed praise from a community partner can be added to your resume in a shaded sidebar or other ATS-friendly design element to make it stand out.
4. Don't forget to include **VOLUNTEERING AND OTHER COMMUNITY INVOLVEMENT.** Volunteering is still work, even if you're not paid for it. These experiences can help round out your resume, especially if your non-profit experience is limited.

To learn more, including 5 tips for a strong non-profit resume and some great samples, [watch this great video](#) presented by [Elyse Pipitone](#).



BE ON THE LOOKOUT “YOUR CAREER > YOUR FUTURE” NEWSLETTER SURVEY COMING NOVEMBER 2, 2022!

Our career-related, information-packed “Your Career > Your Future” newsletter has been providing you with valuable, actionable career guidance for a number of months now, and we would love to know what you think. All survey respondents will be **entered into a drawing to receive a complimentary career-related service** from one of our Career Experts.

STARTING JANUARY 2023 “ELEVATE YOUR CAREER WITH AN EXPERT” QUARTERLY SUBSCRIBER RAFFLE.

To say thank you to those who subscribe to receive the “Your Career > Your Future” newsletter directly in their email each month, we are rolling out the "Elevate Your Career with an Expert" quarterly subscriber raffle.

Starting in January 2023, every quarter we will randomly draw a name from all active subscribers, with the **winner receiving a complimentary career-related service** from one of our Career Experts.

As an EXTRA INCENTIVE TO ACT NOW, everyone who is signed up as an active subscriber before January 1, 2023, **will be entered TWICE** in the inaugural "Elevate Your Career with an Expert" drawing on January 4, 2023.



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ASK THE EXPERTS

(Page 1 of 2)

I am in a very toxic work situation and am desperate to leave. I received a job offer, but it is \$20K less than what I am making now. I can afford the pay cut and am considering not negotiating and just taking the job to get out of my current situation. What would you advise? (From Patrick S.)

Companies expect you to negotiate. Don't let your fears and stress diminish how valuable you are. Your current situation and your need to leave have no bearing on your talents and skills. Instead, you need to approach this with a clear idea of the value you would add to the company.

1. What challenges can you help the company solve?
2. What important skills can you add to the company and its team?
3. What experience and expertise will you bring to help the company meet its goals and objectives?

If you can quantify the value that you add, even better. Just be prepared to explain why you deserve the salary amount you are requesting.

Here are some articles with helpful tips for negotiating for the salary that you are worth.

- [How to Negotiate Salary: 37 Tips You Need to Know](#)
- [Salary Negotiation Scripts to Counter Any Job Offer](#)
- [Salary Negotiation Scripts For Any Job](#)
- [10 Dos & Don'ts of Salary Negotiation](#)



Share your career questions with our experts.

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Do I really need a LinkedIn profile? (From Jay G.)

Absolutely! Consider these statistics:

- 59.1% of LinkedIn users are between ages 25 and 34 ([Statista](#)).
- 49 million people use LinkedIn to search for jobs every week, 210 million job applications are submitted monthly through LinkedIn, and 6 people are hired every minute on LinkedIn ([LinkedIn Pressroom](#)).
- Over 20,000 companies in the U.S. use LinkedIn to recruit ([LinkedIn Workforce Report](#)).
- There are 15M+ open jobs on LinkedIn, of which over 300K+ are remote ([Omnicores](#)).

When creating your LinkedIn profile, make sure that all relevant sections have been added and completed and that your profile is fully optimized. In an optimized profile, every section features targeted keywords that show your audiences what you do, who you are, and what you are an expert in. This will increase your visibility and help you stand out from the competition. Your profile will rank higher in LinkedIn searches, and you will build trust among those who might want to connect or follow you. Check out this article for great tips on optimizing your LinkedIn profile: "[How to Optimize Your LinkedIn Profile & Make It Stand Out \(Plus 10 great LinkedIn profiles!\)](#)"



Consider these stats when creating your profile:

1. You are 7x more likely to be found if you have a [profile picture](#) on LinkedIn.
2. You are 12x more likely to be found on LinkedIn if you include [at least two past work experiences](#).
3. A [completed LinkedIn profile](#) will get you 21x more profile views and 36x more messages.
4. Job seekers with a [comprehensive LinkedIn profile](#) have a 71% higher chance of getting a job interview.
5. LinkedIn [posts with images](#) get 2x higher engagement. Larger images do even better, with 38% higher click-through rates than other images. (LinkedIn recommends 1200 x 627 pixels.)

ASK THE EXPERTS

(Page 2 of 2)

I have no idea what to write for a resume value proposition headline. Can you provide some sample ideas? (From Sarah D.)

A Personal Value Proposition (PVP) or Unique Selling Proposition (USP) headline is a statement or phrase that demonstrates what makes you unique and why you're the best candidate for a position – what do you want to be known for?

1. Identify your strengths.
2. Tie those strengths to your target position/role.
3. Support the PVP with evidence.
4. The PVP should be the core message throughout all of your career collateral and career-related interactions.

Some impactful sample PVP headlines include:

- Trusted Senior IT Leader who Transforms Business Problems into Business Solutions to Improve Operations, Support Corporate Strategy, and Drive Business Growth
- Building Teams that Penetrate New Markets and Drive Revenue Growth
- Improving Patient Outcomes for Leading Healthcare Organizations
- Driving Value and Improving Operations Across Global Manufacturing Organizations
- Multicultural Marketing Professional - Delivering Marketing ROI through Strategy, Execution & Return on Relationship - U.S. / Latin America



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Do I need an "About" section on my LinkedIn profile, and if so, what should it include? (From Kat W.)

Your LinkedIn About section is your chance to share who you are and what makes you unique. Kate Reilly, a writer, content strategist, and marketer, crafted an excellent article for the LinkedIn Talent Blog titled "[14 LinkedIn Profile Summaries That We Love \(And How to Boost Your Own.](#)"

In the article, Reilly provides inspiring examples of LinkedIn profile About sections. She also offers a number of tips including:

- Describe what makes you tick.
- Explain your present role.
- Frame your past.
- Highlight your successes.
- Reveal your character.
- Show life outside of work.
- Tell stories.
- Make your first sentence count.
- Pump the keywords.
- Write how you speak.

Some important reminders when creating your LinkedIn "About" section:

1. People will only see the first four lines of your "About" section unless they click on "...see more" so make sure those 4 lines are engaging and captivate the reader.
2. Recruiters and hiring managers want to learn more about you than what they can read on your resume. The "About" section is the perfect place to let them know who you are and remind them what makes you the perfect person for the job they are looking to fill.
3. Use white space, emojis, or symbols to draw a reader's eye to important information.
4. Always end your "About" section with a Call to Action!
5. Consider adding your contact information to your "About" section to make it easier for recruiters, hiring managers, and potential contacts to get in touch with you.

HOLIDAY HIGHLIGHTS



by Denise Bitler

INTERNATIONAL UPDATE YOUR RESUME MONTH

September is International Update Your Resume Month! How will you celebrate?

The perfect career opportunity can show up when you least expect it. Whether you are looking to advance your career or seeking a new job, an updated resume is a must. If an opportunity comes up last minute, or you unexpectedly lose your job, you may be left scrambling to revise your resume. Update your resume now – and at least once a year – so that you'll always be ready.

Here are action steps you can take in observance of this holiday:

- Create a career brag book to record the details of your accomplishments, accolades you received, and trainings or certifications you completed. Mention conferences you attended, new skills you learned, leadership opportunities you had, articles you wrote, or presentations you gave. Include details and as much quantifiable data as you can. Save copies of all of your performance evaluations, as well as digital copies of any certifications or licenses obtained, in your brag book.
- Create a master resume where you keep adding new information. When most job seekers update their resume with a new job, they usually remove accomplishments from older positions. However, if you don't keep older versions of your resume, this information will be lost. A master resume allows you to continue adding information without losing the older positions. Please note, this master resume is not used to apply for jobs – it's used to select relevant accomplishments for your updated resume.
- Try a new look for your resume. Maybe add some color or change up the format a little. You want your resume to be visually exciting for a recruiter or hiring manager. Check out this month's [Building Your Brand](#) article, "[How to Brand Your Resume to Stand Out](#)," for great tips.
- Set calendar reminders for yourself for every 6 months or every year so that you never forget to update your resume.

SELF-IMPROVEMENT MONTH

September is Self-Improvement Month, an opportunity for us to assess how satisfied we are with ourselves and to take steps to become the person we aspire to be. Self-improvement means different things to different people, but the goal is always the same: to be a better version of ourselves.

Self-Improvement Month is an opportunity to kickstart self-improvement goals that can be reached over an extended period of time, long after September is over.

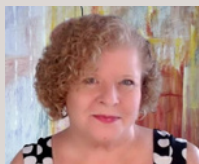
Here are some action steps you can take in observance of Self-Improvement Month:

1. Spend time with people who inspire you.
2. Volunteer.
3. Practice gratitude.
4. Prioritize self-care by focusing on your physical and mental health.
5. Try a new hobby.
6. Step out of your comfort zone.
7. Heal broken relationships.
8. Avoid negative people.
9. Reduce the amount of time you spend on social media.
10. Work on your financial health.



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Denise Bitler - Resume-Interview Success, LLC
dbitler@resume-interviewsuccess.com



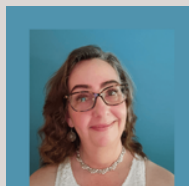
Elyse Pipitone - Blooming Careers Coaching
elysecareersuccess@gmail.com



Jacqueline Peros - JMP Branding, LLC
jmp@jmpbranding.com



Jeanne Stoner - Job Search Partner
jeannes.jobseachpro@gmail.com



Laura Johnson - Laura LE Johnson, LLC
laura@lauralejohnson.com

MEET YOUR CAREER > YOUR FUTURE NEWSLETTER CONTRIBUTING AUTHORS



Deb Squire - "Directions" Career/Life Transitions
deb@debsquire.com



Marie Eddy - Eddy Career Services
eddycareerservices@gmail.com



Murray A. Mann - Intercultural Workplace
murray@interculturalworkplace.com



Vivian VanLier - Career Empowerment Coach
careerempowermentcoach@gmail.com

ALONE WE ARE UNSTOPPABLE.
TOGETHER WE ARE A POWERHOUSE!

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