



## How Often Should You Update Your Resume?

Taking time to update your resume does not require a lot of heavy lifting, assuming you have kept it current. When was the last time you looked at your resume and LinkedIn profile? They do go hand in hand, you know. Waiting until the need for your resume arises and facing the reality that you have a decade-old resume begins to sink in, so does panic.

Full disclosure- this topic arose because three people contacted me to update their resumes. Two of them are not in the market for a job; they want to update their experiences. Very wise.

### Why is it important to regularly update your resume?

Our “first resume” was light in content and focused on academic successes. As we grow in the workplace and expand our skill set, our resume sits idly by until the time comes when you become an applicant and need to shine on paper. Here are three key reasons to update your resume regularly:

1. **Starting a new job.** Update the resume you just used to get that job; yes, we are serious! You won't know much since you are new to the company and position. Entering a few skills will help when you need to update your resume for the following position.
2. **After a promotion.** A promotion is an essential event in your professional life and employment history. Updating your resume at this point ensures your employment dates are accurate and you have updated your skill set to reflect the new position. DYK, the job description can also be used for resume content!
3. **Adding new skills or completed classwork.** Any time you complete a course, learn a new skill, or upgrade your skill set, add it to your resume. It doesn't have to be perfect yet. Keeping track of these things makes the updating process simpler and more accessible.

### Updating your resume lends to reflection.

Regularly updating your resume provides a look in the rear-view mirror to see where you have been professionally and where you want to go moving forward. Jeff Hyman, CEO of Recruit Rockstars, was interviewed by [cnbc.com](https://www.cnbc.com) and shared some phenomenal advice.

*“While you don't need to update your resume every day, you should make it a habit to refresh your resume regularly. Hyman recommends updating your resume at the end of each fiscal quarter, or once every three months, and after each performance review you have with your manager.*

*Treat this resume editing session like a meeting: Block at least 30 minutes in your calendar or add a reminder in your planner, Hyman says, so you have uninterrupted time to reflect on your recent projects and achievements and add them to your resume.”*



Mr. Hyman further states, “*Editing your resume might lead you to realize that you want to take on more challenging tasks or develop a new skill. You could also realize that you don’t feel fulfilled in your current job.*”

### **Why is a good resume so important?**

According to [Indeed.com](https://www.indeed.com), *A resume is an essential tool for your job search because it offers a page or two where you can display your top skills and qualities. However, a resume is much more than that. Resumes help employers make hiring decisions and help you get your first interview. That's why it matters how you structure your resume and what information you decide to include.*

In an earlier post, [4 Quick Tips for Preparing a Killer Resume](#), we list four simple tips that seem pretty obvious but are worth repeating:

- Make it easy for the hiring person or HR Manager to contact you. Contact information should contain your name, phone number, and email address. There is quite a debate about a physical address. Some say it is not necessary. We often suggest you place a link to your LinkedIn profile in the header.
- Give them what they are looking for right up front. Statements and [objectives](#) seem to be going by the wayside. List your skills using the company’s job description as a guide. Let them picture you in that position.
- Make it readable and easy on the eyes. More is not always better; sometimes, it is just more. Use bullet points to list the attributes of each position you have held. Keep it clear and concise.
- Don’t tell a lie. I am sure this does not need to be said, but I will anyway:

Tell. The. Truth.

If you have a gap in your work experience, be prepared to explain it, but don’t fib the dates or experiences. Human resources departments do check education information, including graduation dates. Colleges and universities will not disclose any other information.

### **How do you plan to use your resume?**

Flexibility in your resume's content, design, and layout is important. A resume is used in many ways:

- In some cases, networking groups ask for a resume before your admission into the group. It is shared with the other members so that they have a better understanding of your professional background.
- When asked to speak at a trade show, seminar, or other events, a resume is requested for the same reason. It is a snapshot of your professional skills and work history.



- Sharing a copy of your resume with your references helps them understand your professional background, community advocacy, and other interests. A prepared reference is a great reference!

**We create great resumes.**

Whether you need to update a current resume or start from scratch, we can help.

[Schedule a free consultation](#), grab a cup of coffee or tea, and let's chat.

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