

RESUME TIPS TOPIC: KEYWORDS

Today's resumes are often first searched by a computer. Therefore, worry less about how your resume looks, and more about having the correct information. You have to use 12-15 key words in your resume which are the type and category for which the computer is scanning. Remember that whatever keywords you are searching for to find a job, are the similar keywords that the computer and eventually the employer is looking to find in your resume. This list is not nearly complete, but a sample to give you an idea of what is required.

CATEGORY TYPE:	SAMPLE KEY WORDS:
COMPUTERS, PROGRAMMER, CONTROLLER, DATA SCIENTIST, TECHNICAL TRAINING	Sample Technical Skills Languages: C, SQL, C++, Assembler, Pascal Software: Oracle Developer 2000, Informix NewEra, FoxPro OS: UNIX, Windows NT/95/3.11, MS-DOS RDBMS: Oracle7, Informix 7, FileMaker, Microsoft, Excel, SAP, ASP, (Use both hardware and software names if relevant.)
JOB TITLES & YEARS OF EXPERIENCE	Computers do not easily read date ranges, so use in the paragraphs numbers and words like "3 years as Manager", "Vice President for 8 years" so that your length of work experience is easily searchable.
SPECIFY INDUSTRY TITLES	Repeat throughout your resume, the targeted industry experience that you have: medical device, biotechnology marketing, engineering (civil, chemical, industrial, biomedical), healthcare, marketing, research, sales, software design,
EDUCATION, CERTIFICATIONS, TRAINING & LICENSES	Whatever training or education the company is looking for, make sure that you have listed the exact titles and acronyms. (BS, BA, MD, JD, MBA, MA, etc.) Also include certification titles by spelling them out and using acronyms (AFA, ISO, CFA, LEED, MRI)
WHEN IN DOUBT, SEARCH IT OUT	The internet is your best reference for getting additional ideas on how to craft your resume.