

Your Resume – New Year’s Resolutions

By A.J. Bond

While managing your career should be an ongoing endeavour, many successful people I have encountered make a point of re-evaluating their careers at the end of each calendar year. Along with resolutions about shedding weight, exercising and giving up cigarettes, the end of another year is often a great time to evaluate the state of your career.

Whether you've had a few days off work or a few weeks, the ticking over of another year is a natural time for reflection and taking stock. Refreshed from time away from work, one can think clearly about the previous 12 months with fewer impediments and distractions. Did your career progress as planned? Were there any achievements of note? What could you have done better? What are your future prospects? What are your future goals?

While many people are happy to perform this assessment in their heads, an ideal way to capture this information is to update your resume. With another year of experience under your belt, you will have new perspectives on your skills, capabilities and achievements.

Armed with this new information you can update your resume, and in turn approach the new year with a clearer picture of what you have done and where you want to go, two critical elements which form the bedrock for making good career decisions.

There are many benefits to updating your resume at this time of year. I have listed a few of these below;

- Updating your resume will ensure that you can promptly take advantage of any opportunities that arise. Responding to an application is much easier when you have recently made updates.
- Updating your resume will enable you to make better career decisions going into the New Year by;
 - Identifying whether your career is on track or has stagnated. Have you met your goals that were set a year ago?
 - Identifying if the goals you set are realistic, or do they need to be modified?

- Identifying whether drastic changes are required to get your career back on track. Should you change job, location or even the direction of your career?
- Identifying if your qualifications are still up to scratch, and whether you might need to re-skill?
- For students, updating their resumes will put them in a better situation to apply for casual work, apprenticeships, internships or graduate roles.

So unless you are one of the few people who update their resume on a regular basis, think about making a habit of updating your resume each New Year. After all, why should New Year's resolutions be the sole domain of losing weight, exercising and smoking?

ABSOLUTE RESUME