

The Purpose of Your Résumé

The mark of a good résumé is that it initiates more conversations resulting in more interviews for the job candidate.

Here are a few items highlighting the purpose of your résumé:

1. It is the answer to why an employer should hire you – or at least open a door for further conversation
2. It is an initial introduction to a prospective employer including HR pros, recruiters and decision makers so say hello to the employer by putting your best foot forward
3. It is support documentation to provide to your network connections
4. It forces you to inventory your skills, background, experience, education, and accomplishments in a concise manner
5. It assists you in building your quality cover letter as some of your core messages contained within the résumé might be used in a cover letter
6. It prepares you for an interview as you'll be better prepared to show the value of your unique experience and more – the better you know your résumé, the better you can communicate your value to a prospective employer and truly sell it on an interview
7. It validates who you are and what you have to offer
8. It can serve as an attachment to your job application in most cases
9. It can assist your references in speaking out on your behalf
10. It is a tool that can build your confidence

Please click [here](#) to a short video and visual aide for this section.