Updating your resume

Even if you're not job hunting, keeping your resume current is a smart idea. Not only do you have it at the ready for that amazing, unexpected business contact, but it can help guide you in the choices you make that ultimately define your career.

Here are 10 things you should do to update your resume right now:

1. **Check for accuracy:** This pertains to more than just titles and responsibilities. A dated address and phone number means a headhunter won't be able to reach you when needed.
2. **Cut the fat:** Five years ago you probably listed your college work-study job to demonstrate your experience. Now that you have specific career experience, you can likely cut the extra details that no longer have value.
3. **Verify jargon and buzzwords:** Every industry has its acronyms and lingo, but language is fluid and evolves. Review your resume and take out any dated terms.
4. **Update career objectives:** What do you want in the next one to three years in your career? This is really great guidance for evaluating unexpected job prospects.
5. **Add results:** Every resume will list responsibilities for each position. What makes a resume more powerful is to add the results that occurred based on those responsibilities. Show impact to get noticed.
6. **Use action words:** Action words like "achieved," "created," "mentored" and "managed" are powerful, attention-grabbing copy to hiring managers. Sprinkle them throughout your resume where appropriate.
7. **Refresh layout:** Right out of college, your degree is probably at the top of your resume. A decade later, there are other career accomplishments to focus on and education falls to the bottom. Update layout elements as necessary.
8. **Include extras:** A resume is ultimately just a snapshot. In case someone wants to learn more, include the URL to your LinkedIn profile as well as your professional portfolio. (Make sure those are updated, too!)
9. **Update the file name:** Is your most recent resume saved as Resume.Company.2015? Rename the file to include your full name and expertise. For example, Jane.Doe.Expert.Accountant.
10. **Edit the document:** After you've revised your resume and read it out loud, have someone you trust give honest feedback. An outsider's insight is invaluable, especially from a mentor or trusted contact in your industry.