



RESUMES OF THE FUTURE

We often review our resumes when we apply for new jobs. And, each time we do, we may wonder what to include in our resume. We may think about what we have done since it was last updated and agonize over whether to include this point or exclude that. At the end of the day, we may send off our resume, crossing our fingers and hoping for the best.

Resumes of the future are different. Resumes of the future showcase who you are and what you can do. They also align with the our core values and get us to the right job interview. So, how does one prepare a resume of the future? There are three simple steps:



Step 1: Identify Your Career Values: Resumes of the future start by identifying your career values. A little self analysis may go a long way to recognizing who you are and what you stand for. Once identified, you can begin your resume of the future with a statement of your career values.

Step 2: Finding Your Match: With your career values to hand, you can assess what kind of organisation or role that would support your career values. For those that do, you can consider the kinds of KSAs employers would be seeking.

Step 3: Prepare A Competency-Based Resume: From there, you can consider your own KSAs and identify those that best marry up with those sought by employers. You can then list five or six key competencies to include in your resume of the future and provide the evidence to demonstrate you possess each of the competencies listed. Your work history, qualifications, awards, languages spoken and referees should follow. Be sure to provide your contact details on each page of your resume.

As for the rest, you will find that you are putting your best foot forward each time you send out your resume. So, what are you doing to prepare your resume of the future today?

OUR MISSION

To provide a professional service, using best practices.

OUR MOTTO

- Be Proactive.
- Take Charge of Your Career.
- Look After Your Health.

Membership: \$55 per calendar year.

As membership grows, so too, do your benefits.

Applications for membership can be made by completing the reply slip on the back of HQ™. Send it, along with your cheque, to the address shown below. And, remember to keep us posted on your correct contact details.

Your opinions are important to us. Your comments, thoughts, reflections, and feedback on this and future issues are always welcome. Enquiries, or requests for further information can also be made to the address below.

FOOD FOR THOUGHT

It has often been said that clothes maketh the man. And, in the job interview, styles of clothes maketh (or breaketh) the candidate.

Dressing the part takes you a long way to getting the job. It takes you a long way towards being noticed. It also takes you a long way towards being taken seriously for the kind of role you seek.

So, for example, if you apply for a role in a conservative industry, a traditional business suit may be called for. If you are applying for a role in a creative industry, a more creative wardrobe may be called for.

And for the rest, look interested, feel confident and you can smile your way to the top.

So, what does your wardrobe say about your career prospects?

MORE FOOD FOR THOUGHT

These days, many of us may be thinking about the share market.

It seems that banking systems around the world had been linked to the US sub-prime debt crisis. And, until governments had declared their intent to support their respective country's banking system, global share markets had been falling dramatically. And, share markets continued to fall over fears of a recession.

We may have seen others selling their portfolios and retaining the cash. We may also know others who have had to liquidate their investments because of margin lending practices. In all of this, we may be wondering whether we ought to sell too.

So, if you find yourself reviewing your own portfolio, remember to:

- keep calm
- recall your reasons for investing,
- recall your own investment strategy, and
- examine the underlying financials of your share investments.

If you are not sure how to evaluate the underlying financials of your share investments, or if you have any concerns about your portfolio, it may be time to visit your financial advisor.

Our December **PP™** seminar, PP30, will cover Your Wealth Creation Plan. And, both the December 2008 and 2009 issues of **CQ™** will examine the psychology of investing.

And for the good health of your wealth, remember to look after your self, keep smiling, and remain true to your investment strategy.

LIBRARY HOUR

The **RACHEL ABRAMSON & ASSOCIATES** library is open following our **SEMINARS OF THE FUTURE™** and **PP™** seminars. It is also open by appointment.

WHAT'S AHEAD IN CQ™

Watch this space to see what's coming up in future issues of **CQ™**:

Dec 08: The Psychology of Investing, Part I.

Mar 09: Marketing Yourself

Jun 09: Getting that Promotion: Next Steps in Your Career

Sep 09: Negotiate For Your Career Success

Dec 09: The Psychology of Investing, Part II.

DIARY DATES FOR 2008

2 Sep: PP27 Going for Growth: Advanced Marketing Strategies

3 Sep: Resumes of the Future

4 Sep: PP7 Marketing Your Practice: Promotion Strategies that Work

1 Oct: PP44 Staying 'A-live' - Reinventing Your Business, Staying Ahead of the Pack

2 Oct: PP8 Marketing Your Practice: Getting Your Image Right

7 Oct: PP28 Going for Growth: Staff Planning and Career Management

4 Nov: PP29 Going for Growth: Attracting External Sources of Capital for Growth

5 Nov: Marketing Yourself

6 Nov: PP9 Marketing Your Practice: Alternate Places for Your Product

2 Dec: PP30 Going for Growth: Your Wealth Creation Plan

3 Dec: PP45 Staying 'A-live' - Podding, Blogging and Other Gen X'er 'Cool Stuff'

4 Dec: PP10 Marketing Your Practice: Databases for Your Practice

6 Dec: Graduation