

## Tips for Writing a Resume for a Management Position

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*Competition for managerial positions keeps getting tighter due to budget cuts and economic inflation, making it increasingly crucial to use care when preparing your resume. The more preparation and planning you put into your resume, the sweeter will be your rewards. It's important that you focus on a top resume to get employers to take a second look. You must be able to show them you can work under pressure and deal with the responsibilities of the position. Here are some tips to get you noticed: Your profile statement should not be more than a few lines in length, but tell something about you. Your career summary should highlight your most important accomplishments. Employers like to see your work experience, so briefly highlight your responsibilities and accomplishments for previous positions that are relevant to the job you want. You want the resume to be clear and concise, which means that unique and specialized skills are going to be more effective. Find ways to show on your resume that you can operate independently, have strong communication skills, have a good sense of judgment even under pressure, and can manage a team because the best managers are team builders.*

In the past few months, there have been many job cuts in the management market due to budget cuts and economic inflation. Companies are finding that they must accomplish more work with fewer employees, which is leading to a lack of jobs in the management job market. Therefore, if you plan on applying for a managerial position, your resume has to be top notch to even be considered. You must be able to show that you can work under pressure and deal with various responsibilities. Getting the job you want is more difficult than ever before, so it's important that you focus on a top resume to get employers to take a second look. Here are some top tips to get you noticed in today's diminished job market:

### **A Profile Statement is Necessary**

Your profile statement should tell a bit about yourself, the skills you have that make you perfect for the job, and your qualifications. Usually, your profile statement should not be more than a few lines in length.

### **Your Career Summary Should Highlight Accomplishments**

Your career summary should highlight the accomplishments that have been the most important throughout your career. This is really a chance for you to shine, so make sure you use it wisely.

### **Include a Section on Education and Work Experience**

Education and Work Experience should be listed in chronological order. Employers like to see your work experience, so briefly highlight your responsibilities and accomplishments at each previous, relevant job. A fairly high level of education is usually required and should definitely be listed when applying for a management position.

### **Specifics about Training and Skills Should Be Included**

Employers will be looking for the training and skills you possess. It's easy to use clichés and generic phrases, but they should be avoided in a resume for a management position. You want the resume to be clear and concise, which means that unique and specialized skills are going to be more effective.

### **Relevant Positions in Management Should Be Highlighted**

If you have held relevant management positions in the past, it is important to highlight those positions. Employers look for prospective employees that have experiences similar to the job they are trying to fill, so if you have it, make use of it and highlight it in such a way that the employer will notice it.

### **Showcase Important, Required Skills**

Find ways to show on your resume that you can operate independently, have strong communications skills, have a good sense of judgment even under pressure, can manage a team, have great analytical skills, have strong negotiation skills, and show attention to detail. Being computer literate is excellent as well. Including these skills and others that are relevant to a managerial position will make you more marketable as an applicant.

### **Be Sure to Research the Company**

Researching the company you are applying for should be a given, but many people actually forget to do this when applying for a management position. Most employers want to see that you have written a resume that is specifically geared towards the open position. Just turning in a form style resume that has nothing to do with the position will decrease the chances of it getting a second look, much less an interview.

### **Steer Clear of Any Errors**

Errors in your resume can be your downfall no matter how qualified you are for the job. When employers see a resume that has errors in it, they tend to just throw it in the trash. Errors make you look unprofessional and like you didn't care enough to put forth adequate effort into your resume before turning it in.

Competition for managerial positions keeps getting tighter, making it increasingly crucial to use care when preparing your resume. However, if you know you're qualified and have the confidence to go for it, go ahead and prepare that winning resume. The more preparation and planning you put into your resume, the sweeter your rewards will surely be. You should never be discouraged from putting forth the effort to obtain the job of your dreams.