

Organizing Your Operations Resume

It's important for all the skills and qualifications listed in your operations resume to be tailored to the position being applied to. In order to provide a successful position-oriented resume, find out exactly what the job description is and what the employer is looking for. Then, in order to get your resume noticed, make sure your resume is organized in a way that makes it easily readable. Keep your resume free of any grammar mistakes, and you should be well-qualified for the interview!



The operations director is the person responsible for streamlining labor costs and the assembly line. The operations field involves developing, implementing, and managing operations in a company that should result in some substantial savings for the company.

The main objective of writing an industry specific resume for a position in the operations industry is to advertise and promote your position-oriented qualifications, capabilities, and skill sets to your potential employer. On the surface, an operations resume is not any different from other resumes used to seek employment. However, since the operations position is one that depends on vast experience and good technical and organizational skills, your resume should emphasize these areas. This can be done through careful planning and organization.

Here we will go through the main subsections that should be in your operations resume and what should be included in each.

Contact Information

You should always start off your resume with your full name. Nicknames should not be used when writing a resume for a professional job. Include your current street address and a phone number at which you can be easily reached. Finally, include your email address to make online communication possible as well.

Profile

The profile is your first opportunity to briefly but convincingly state what you have to offer the company and why you would be a good investment. In just a few lines, you can catch your potential employer's eye and make him more interested in the rest of your resume.

Professional Experience

Your resume should include all of your relevant professional experience as well as previous job responsibilities relevant to the position you are applying for. Include brief job descriptions and highlight achievements and accomplishments that will provide more insight into how you can potentially benefit the company. Use numbers and figures to more specifically describe your former contributions.



Education

The entry level of an operations position requires a bachelor's degree in business administration, though having a master's degree in business administration is an added advantage. List schools and institutions in chronological order according to year attended and degree earned.

Other Qualifications

Once you have stated your career highlights in an orderly and structured manner, state other qualifications, certifications, and skills you have acquired along the way. This can include an advanced diploma in operations management that cover vital topics in operations such as master planning, manufacturing business, planning and control, inventory and logistics management, capacity and material requirement planning, organizations management, and knowledge of computer software. Anything that will further emphasize the skills your potential employer is looking for should be included.

Do your best to make your resume professional and free of grammar errors. Do your homework to ensure the keywords and technical terms used make sense. All in all, if you take the time to prepare adequately and provide a clean, relevant, and impressive resume, you have a great chance at landing the operations job you desire.