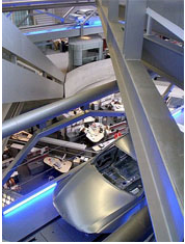


## Writing a Resume for a Manufacturing Position



*Key skills and qualifications must be highlighted in any way possible when writing a resume for a manufacturing position. These are what potential employers will be looking at most. In order to highlight them, you might consider using key words, researching the company ahead of time, being as specific as possible, and using action-packed verbs and phrases. Productivity is a quality that should always be showcased wherever possible. If a potential employer is able to quickly and easily find the skills they are looking for on your resume, your chances of landing the position you desire are very good.*

If you are interested in writing the most effective resume possible for the manufacturing field, you need to highlight precisely what a potential employer is looking for in a candidate to augment his manufacturing team. Here are some key techniques to utilize to make your resume as effective as it can possibly be.

The number one goal of an effective resume is showing tremendous qualification and specialization for the position you are seeking. This means that your skills and abilities should be tailored to the position in such a way to interest any potential employer through their specificity. Qualification does not mean monotonously listing your accolades, training, and work experience; rather it means listing your relevant experience and accolades and showing precisely how they will benefit the company you're applying to. In the field of manufacture, this means displaying a list of significant employee and leadership traits that will put you at the cutting edge of productivity and potential.

You should use industry specific keywords in your resume. These keywords will show your potential employer your proficiency in the field. Since manufacture revolves around productivity, productivity is a particularly powerful word which should be applied wherever applicable within your resume. Include plenty of action-packed keywords within your profile statement to exhibit proficiency in the business and set the tone for your impressive resume.

Some specific skills which should be mentioned in a resume for the manufacturing field are your potential to increase productivity, your skills of bookkeeping and inventory tracking, and excellent analytical and mathematical skills. These three skills are key components of an excellent candidate for the field of manufacture. Nothing is more important to an employer within this field than the potential for increased productivity. Some other skills which are an asset to any employee attempting to impress a potential employer are proficiency in Microsoft Office software, excellent organizational skills, strong communication and presentation skills, administrative skills, the ability to make decisions, the ability to effectively quote and account for costs, and product management. Including these within your resume will make you much more appealing to a potential employer.

Some general qualifications that an average position in the manufacturing field requires are one to two years of experience, an undergraduate degree in business or a related field, PHR/SPHR certification, machining and programming experience, automation experience, and bilingual abilities can be a tremendous plus if not a necessity for some positions.

Including the aspects listed above are essential to making your resume as competitive as possible. Some general considerations that should always be kept in mind no matter what field you are writing your resume for are making

sure your resume is well organized, concise, and easy to read. Also, making your resume flow logically can augment the force of your appeal as a candidate for any position. Highlighting key accomplishments within the field as well as special abilities can also be a plus for your resume. In any case, making your resume relevant, specific, and targeted are key aspects of any effective resume. Unemployment is still relatively low within the manufacturing job market, but landing an excellent position is still a goal worthy of increasing the effectiveness of your resume. Learning how to write an effective resume will pay off in the form of more rewarding job opportunities and a brighter future.