

When Writing a Resume for a Project Manager Position, Stay Focused!



When writing a resume to apply for a position as a project manager, avoid the temptation to fill the page with every accomplishment and skill you've ever obtained. Instead, you want to keep the resume focused only on the information that is applicable to the position at hand and that your potential employer will be looking for. In order to do this, research the get a clear idea of the open job description and read the company's website. Highlight the skills you possess that match their vision, and tailor your other skills to be applicable to the position. By keeping your resume focused in this way, you will greatly increase your chances of getting noticed and, eventually, hired.

A project manager's responsibilities include planning, executing, and closing the projects being worked on in the industry he's in. A project manager oversees the accomplishment of all the objectives of the project. He has the responsibility of coming up with concise and achievable objectives, coming up with the project requirements, and managing the cost, time and scope which are referred to as the triple constraints for any project. The ability to handle these responsibilities with skill and efficiency should be highlighted when you are applying to be a project manager.

The key thing to focus on in writing these resumes is to ensure they are specific not only to the industry but to the position being applied for as well, in this case the position of a project manager. When you make your resume specific and focused, it will stand a higher chance of standing out. Avoid writing a generic resume because it makes it hard for an employer to see what you have to offer the company.

When writing a resume for the position of a project manager, you should research the company in detail to understand what that specific employer wants. Different employers seek different skills, qualifications, number of years of experience, and qualities. Make sure that what you include in your resume is in line with what the employer wants. You can do research by reading the company's journal, website, newsletter, or any other source of information. The resume of a project manager should be able to convince the prospective employer to try you and your skills and potentials, based on how well you have been able to present yourself. Most employers like to see a resume format that is easy to read and follow. It is therefore wise to use easy-to-read headings and bullet points where necessary to guide the prospective employer in reading your resume.

Keywords used should be applicable to the industry you are applying for. If using an electronic screening process, this will make it easy for a prospective employee to identify your resume faster among many that would have been posted for the same position. Keywords should be used to more clearly and effectively describe skill sets and experiences; *not* to add flash and pomp to your resume.

Previous work experiences should be listed in chronological order starting with the most recent place of employment. Education background details should also be in chronological order, starting with the most recent. Also indicate in your resume the internships you have undertaken. Volunteer work is also great to include if applicable. It is always great to show the potential employer that you're self-motivated and committed.

In the event of a transition from one career to the other, you must strategize the new resume to fit the new career. You still want to include some previous work experiences, even if they are in a completely unrelated field, if you can highlight transferable skills that would be applicable to the position of project manager. When writing an entry level resume, you should emphasize your education above your professional experience.

A resume for a project manager should show clearly achievements of an applicant, and examples should be cited where necessary. For example, indicate how you contributed in problem solving. Ensure the content of the resume is focused on what the employer wants. Avoid a lot of details on general expectations like furthering your career and be sure to include only the important achievements that will influence the potential employer.

By following these simple guidelines, you should be able to produce a project manager resume that is exactly what the potential employer is looking for. By keeping your resume focused in this way, you are making your resume more clear and concise, making it easier for the potential employer to find what he wants, and increasing your chances of landing the project management position you deserve.