

## Creating High-Impact Administrative Resumes

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*You must do everything you can to make sure your skills and qualifications stand out in your administrative resume. There are a few different ways in which this can be achieved. We suggest keeping your resume results-oriented and focused on your past accomplishments. It also helps to be as specific as possible, use bullet points to emphasize your most significant achievements, and use keywords and action verbs to keep your job descriptions high-impact. By following these steps, you are sure to stand out above the competition and get noticed by your potential employer.*

A position as a company administrator can be very rewarding but demanding. You must possess exceptional skills in organization and multi-tasking and have the ability to keep a level head in high-stress situations. You must be able to think analytically to keep projects running smoothly and take control of challenging situations.

In order to land a high-caliber job in administration, you must present high-caliber abilities in your resume. This can be done by keeping the skills and achievements you choose to include relevant, organized, and results-oriented. Here are a few tips on highlighting key qualifications that will land you your dream administration job.

The first thing you must do before you begin writing your administration resume is to change your mindset so that instead of duties and responsibilities you've held in your previous positions, you are focusing on specific accomplishments. You must be able to describe exactly how a former employer benefited from your skills and abilities. For example, you could say, "implemented a new employee program that helped maintain a high-energy atmosphere in the office."

While it is important to describe your accomplishments in detail, it won't mean much if your resume is too wordy to be comfortably readable. One of the best ways to make your accomplishments stand out clearly and appealingly is to describe your job duties in a short paragraph, then use bullet points to emphasize your top achievements. Bullet points will successfully draw your potential employer's eye to the things you most want him to see.

To help potential employers to get an even better picture of what you can achieve for them, use numbers and figures when describing your past accomplishments. Numbers help make things even more specific in addition to jumping out from the page. They also show confidence in your ability to directly affect the operations of a company. An example of such a description is, "increased sales revenue by 32% by increasing the efficiency of the company database system."

In addition to all of the above tips, using high impact statements will also catch an employer's eye. This means using keywords to keep things concise and relevant in addition to showing your proficiency in the field. You should also choose your verbs carefully and make sure they denote action. Some good verbs to use are: managed, organized, created, trained, and implemented. Administrative resumes should not contain anything boring, as the only function they will serve is to take up space.

By keeping administrative resumes upbeat and action-packed in this way, you are more likely to keep a potential employer's attention from the very top of the resume to the very bottom. You will also help them out by painting a clearer

and more specific picture of what you are able to bring to their company and how you fit what they are looking for in a potential employee. Competition is tight; don't risk letting the administrative job opportunity of your dreams slip away by creating a boring administrative resume.