

Career Management Files

Have you thought about your résumé lately? You may be very content in your current job, but you can never be too prepared for a new opportunity.

In today's fast-paced and highly mobile environment, **the average person will change jobs 13 times** during the span of his or her lifetime, according to US News & World Report. Make the most of these potential job changes by planning for them. Planning and preparation are significant components in having a rewarding career and balanced life!

At The Next Step Career Solutions, we recommend that our clients **update their résumés two times a year!**

To help you begin the resume updating process, we suggest making a habit of compiling information that highlights the positive contributions you've made within your organization. We like to call this a CMF, or a **Career Management File**.

Consider getting in the habit of adding a few items into you CMF every month:

- Examples of work you have produced or projects you have been involved in, developed, or implemented.
- Samples of any presentation materials you have developed.
- Emails which substantiate that you met or exceeded what was expected of you.
- Examples of fiscal achievements you contributed to with detailed names, facts, and figures.
- Performance evaluations and job descriptions
- Letters of praise from colleagues, vendors, and upper management detailing your contributions, skills, and attention to detail.

As you begin to add to your CMF, you will begin to see how critical this file becomes. For example, you will find that your CMF will be particularly helpful when updating your résumé, reviewing performance evaluations, negotiating raises and promotion reviews, and preparing for interviews.

For more information on updating your resume, please contact your Career & Life Coach Jamie Novick at jnovick@careersolution.biz

Best regards,

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"Take The Next Step Today for a Better Tomorrow"

P.S. - The Next Step Career Solutions website has had a makeover!
Please visit us at www.careersolution.biz to see our new look.
Please feel free to email this newsletter to your friends, family, and co-workers. If you no longer wish to receive information from The Next Step, please email me your request and your information will be removed from our mailing list. Thank you.