

6 VITAL TIPS FOR CREATING A SUPERIOR RESUME

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By Rita Fisher

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1, Keep It Short

Considering that initially HR personnel only spend approximately 10–20 seconds on a resume, the shorter your resume, the most desirable it is. Aim for one page.

Of course, it is sometimes impossible to create such a short resume. You might have to include a second page because you have way too much information regarding your work experience, accomplishments, etc. In this case, make sure that you list the most relevant information within the upper half of the first page because that is the section that gets looked at first. This way, these important insights will surely be noticed.

2, Spelling, Spelling, Spelling

It is not enough to run the word processor's spell checker on your document. Proofread your resume at least 3 times, once backward (sometimes that is how you notice mistakes.)

Remember, a sloppy presentation is almost a guarantee that your resume will end up in the circular file even if you have all the qualifications in the world.

3, Start Your Resume With A "Power Statement"

Many resume writers suggest starting a resume with an objective. I object to that (no pun intended). Objectives are useless because they are self-centered.

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Here is a typical objective: "Challenging position in social services."

My suggestion is that you start your resume with a power statement such as: "Experienced Social Worker with 10 years of proven client counseling and support background along with enthusiasm for working with children and their families."

Whereas the objective tells the employer only what you want to do, the power statement goes further in highlighting not only the job you are seeking but also your major achievements. The power statement showcases what you can do for the company.

4, Use Action Verbs

Begin your sentences with action verbs for added punch and to express a sense of accomplishment.

For a FREE list of action verb, please e-mail Rita Fisher at RitaFisher55@comcast.net with "Action Verb List" in the subject line.

5, Use Specifics

Use specifics such as numbers, percentages, figures and facts.

Example: "Exceeded sales quotas by 50% for 4 consecutive years."

Numbers stand out and communicate clearly and openly about not only the results you produced by also about what you can do for the company (can't repeat that enough.)

6, Answer The "What's In It For Me?" Question

What every employer wants to know when reading your resume is what's in it for them.

Employers are looking for people who will solve their problems. You have to present your case accordingly.

How?

By answering these questions and including the answers in your resume:

What kind of problems did you solve on the job?

How did the company benefit from your performance?

How did you do the job differently and better than the person before you did?

Did you introduce a new program or system?

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If yes, what were the results of it? (Be specific regarding the results.)

What were you most proud of in your job?

What would your supervisor and your co-workers say they would miss most about you when you leave?

How did you make a difference in your job?

How did you affect the company's bottom line?

Did you save money for the company? How much?

Did you earn money for the company? How much?

Rita Fisher, a Certified Professional Resume Writer, has a team of writers who provide professional

resume development to job seekers at all levels, with special focus on career changers. Visit her site at <http://www.CareerChangeResumes.com>.

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Resume Writing and Preparation is Free Online

By Donna Monday

Creating a strong resume is a very important part of applying for a job, either online or off line. There are many resume writing services that will help you build an impressive resume for job interviews.

You can also learn how to write a resume for free by surfing the Internet for resume writing help. Many sites will show you tips and advice on choosing a resume style that works best for you.

You can also find samples of resumes, resume templates, resume software, and examples of resume cover sheets or letters.

Whether you're looking to create a business resume, marketing resume, military resume, electronic resume, accounting resume, nursing resume, acting resume, sales resume, teacher resume, executive resume, student resume or a customer service resume, you can find great advice online with a little research.

When preparing your resume, keep in mind that employers use resumes for several purposes:

Screen Applicants - Most employers will only look at a resume for about 30 seconds to determine

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whether or not an applicant is a good fit for their organization.

Develop Interview Questions - Statements on your resume can be used to formulate questions they may ask during an interview.

Communication Skills - Employers want to see how well you express yourself.

Qualifications - Employers will reference your resume when making hiring decisions based on how closely your qualifications match their needs.

Writing a resume isn't easy, but by studying various tips and advice, you can learn to create a type of resume that will get you one step closer to your ultimate goal of finding a great job.

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Donna Monday writes employment related articles for

.

Resume Writing and Preparation is Free Online
How Can I Do A Resume With The 5 Key Words?
7 Tips for Writing Winning Resume Cover Letters
How To Choose The Right Resume Format
Top 10 Resume Writing Tips to Get You the Interview

The Ultimate Guide To Acing ANY Job Interview
Expand Your Professional Coaching and Consulting Business
Guerrilla Mailer
147 Killer Epublishing Strategies
The Art of Kissing



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