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How Can I Do A Resume With The 5 Key Words?

By David Green

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<http://www.powerfuljobsearchtips.com>

Writing a good resume is a big deal, especially with today's competitive job market. There are hundred's maybe thousands of people looking to get the same job that you are, and it is important to stand out from the crowd. But how can you do a resume that gets recruiters attention? By using the five key words that catch their eye.

Teamwork – this little phrase is important in today's job market. Creating a resume with this word in it, will show that you understand how important cooperative work really is. It shows that you can get along with others and help achieve a harmonious workplace. And what employer doesn't want harmony in the workplace? Set up your resume to show how you can work in a team and help manage projects and outcomes. Don't forget to show results and figures, to get your message across.

Flexibility – you are open to new things and ideas. Creating a resume with this word in it shows that you are able to juggle multiple tasks simultaneously. This word makes you valuable to any employer, because they know that can give you just about anything and you will produce quality results. Plus, adding this word to your resume will not only help you land a good job, but it will help you keep that job should layoffs occur.

Detail-Orientated – showing that you pay attention to every last detail. Creating a resume with this word in it shows that you are able to handle a project from start to finish and won't leave any loose ends. It means being organized and meticulous in everything that you do. This word in your resume also shows that you are able to work independently, which is a major commodity in the work force.

Self-Motivated – or being a self starter. Most businesses today like to see employees that are able to come up with their own ideas and follow through. Creating a resume with this word shows that you are able to take the initiative and get things done with limited or no supervision. This is turn frees up management to do others. Including the word self-motivated into your resume will also show that you

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often take on tasks that are above and beyond the call of duty– for your own personal growth and satisfaction.

So in conclusion, keep it simple but don't forget to include some of the 5 key words into your next resume. You will be happy that you did!

David Green is a hiring manager, author, career advisor and the founder of For Career Success and many other successful websites. David Green has been instrumental in helping hundreds of job seekers, college students, and executives land their desired job fast with his valuable job search advice. David Green normally charges \$249 to \$489 for his personal one-on-one consultation.

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 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

<http://www.get-a-job-interview-quick-tips.com>

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