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Quick Resume Writing Tips: Evaluating Your Resume

By Laura Adams

Putting together a resume is not an easy feat, and many job seekers are so relieved to be done with this arduous task that they can't wait to be done with it. Recall though, that your resume is a marketing tool and is the first impression an employer gets of you. A great resume will entice an employer to invite you in for a personal interview, while a fair to average resume will get pushed aside and ignored. Therefore, it is in your best interest to make your resume as strong as possible.

To help you in this task, review your resume against the following resume writing quick tips. These guidelines will help you evaluate your resume and identify those areas that may need more work.

– Overall Resume Review:

Is your resume well laid out? Is it pleasing to the eye?

Is your resume less than one page if you are a student or new to the workforce? Is it less than three pages if you are an experienced professional?

Have you chosen legible fonts throughout your resume or do the fonts detract from the context of the resume?

Have you used spell check and/or dictionary to ensure that there are no spelling errors?

Has someone else (outside of yourself) read your resume for grammatical errors?

Does your resume use proper English?

Is your resume memorable? Does it stand out in a crowd (but in a positive way)?

Is your resume tailored to the type of position you are seeking?

How do you come across when your resume is read? What will an employer think of you?

Quick Resume Writing Tips: Evaluating Your Resume

Are you pleased with your resume? Does it do a good job of telling an employer who you are and why you are a good candidate?

– Introduction:

Do you have your name, address, and contact information clearly displayed at the top of your resume?

– Objective (if included):

Did you limit your objective to just one or two short sentences?

Is your objective clear and concise? Or is it ambiguous?

Is your objective focused? Does it make sense given the position you are targeting?

– Education:

If you have a college degree, have you placed the details of your Education at the top of your resume? If you do not have a degree, have you placed the Education section after your Professional Experience?

Is it clear from your resume that you have obtained a college degree, if you graduated?

If you did not graduate, is it clear that you do not yet have a degree?

Are details of your college major and minors (if applicable) included in the Education section?

– Professional Experience:

Is your work experience presented logically (either by date or by subject area)?

Have you limited your work experience to no more than 4–5 previous positions?

Have you accounted for any gaps in your work history that an employer might question?

Do the name of the company, your job title, and dates of employment for each position stand out for easy identification?

Does each position support the resume and your objective?

Could an employer quickly scanning your professional experience easily identify a number of key words and action verbs that will identify you as a solid candidate?

Have you limited the information in each position to those that are the most relevant to the position to

which you are applying?

Does your experience seem to flow together or is there a lot of jumping around between positions, companies, and industries?

If you worked for a lesser known employer, is each company's business and industry clear from the company's name? Have you supplied a quick identifier for each lesser known employer?

Is your professional experience accurately and honestly conveyed?

– Skills:

Are the skills you have listed relevant to the position to which you are applying?

Do the skills listed accurately convey your experience and knowledge in each area?

– Other Sections:

Do any other sections included in your resume enhance your presentation? Are they relevant to the position to which you are applying?

Laura Adams is a qualified careers advisor with 11 years experience.

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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.

Quick Resume Writing Tips: Evaluating Your Resume

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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Tips For Writing Your Winning Resume
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How To Choose The Right Resume Format
Understanding Resume Styles

The Ultimate Guide To Acing ANY Job Interview
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