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Resume – A Showcase Of Your Skills

By Sintilia Miecevole

A resume is the first and the most important step in the process of job seeking. A resume consists of a brief account of your qualifications and experience. It basically showcases your skills and experience. The whole idea of a resume is to put you in such a light that the prospective employer finds you perfect for the job.

A resume should contain personal details such as name, address, telephone number, email ID and date of birth. Educational details are next. An important thing you should keep in mind is to start from the latest information and then move backwards. Start from your recent education and mention the subjects studied at your college, school, courses, etc. Similarly, start from the latest job responsibilities you are holding. Mention your job profile and what all you learned at the job instead of simply mentioning the job-title and employer. It is not necessary to write exact dates, a simple mention of months and years is sufficient. There are various formats you can work with.

The chronological format includes a job-by-job listing of your experience. It proves effective for the people who have careers moving in the upward direction. Another format is the functional format in which you highlight key skills and knowledge. It widens the scope of people who have been changing jobs often, as they can talk about responsibilities, projects and skills learnt from each job. Then you can also use a combination of the chronological and functional formats. Such a resume will mention the job-by-job experience alongside accomplishments at each job.

There are certain factors you must keep in mind while formulating your resume. The resume should not ideally go beyond more than 2 pages. Try to keep the information as precise as possible. If you have some 30 years of experience, it is not necessary to enlist all of it. The details of the last 10 years of your career will suffice and the rest of the information should be provided in a very concise manner. Use more of action verbs such as: supervised, organized, learned, contributed, etc. The freshers in the industry can highlight their responsibilities at the college/school level. Mention the extra-curricular activities that you have taken part in. You must also mention your achievements. Be careful to tailor make your CV according to demands of the employer. Use an Arial or Times New Roman font; do not go for very decorative fonts. Do write about the skills pertinent to the job, making you fit the brief perfectly. List out five or six key attributes the employers are looking for and prepare your resume

accordingly.

It is important to format your resume since you are being judged by the way your resume looks. You can choose to exclude certain details such as hobbies if they are totally unrelated to your profession. However, if you are applying for a Public Relations job and your hobby is making friends, then it is sensible to include it. Do not give reasons for leaving your current job as it has a negative impact. Leave such tough questions for the interview. It is advisable to inform your references beforehand and hand over a copy of your resume to them. Last but not the least; keep updating your resume regularly.

In today's competitive job market, a well-written resume is the single most important factor in you getting that job. Sintilia Miecevole, Administrator of

<http://www.flresume.com>

can help you find anything

from writing a resume and covering letter, to career descriptions, job search sites, examples and much more. Click on

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Create a Resume Outline that Gets You Noticed

By David Green

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Applying for a job is like trying to sell yourself; your goal is to get the employer to the point where they have to have you in their company. So how do you do that? By having the right resume outline for the job you want. You have several different resume outlines to choose from, so you will have to consider the following.

Chronological Resume

This resume outline helps showcase your employment history in an organized manner. You will begin with your most recent job experience and work your way back. This type of resume is easy to write, and is probably the most common resume format. In fact 84% of recruiters prefer this type of resume outline to any other. So if you are in doubt of which resume outline to use, stick with the chronological resume. If you have a spotty employment history, or lack any real-life experience though this may not be the best resume type for you. It could end up highlighting your lack of job experience.

Functional Resume

This resume outline helps highlight the fact that you are on a career path. You will create this type of resume by dividing your information into two different sections. The first section will list the skills and experiences that you have, while the second lists the places that you worked. This type of resume is best if you have a time gap in your resume, or have worked at several different types of companies. The goal of this type of resume outline is to show that even though you have done a little bit of everything you were working towards an end goal. Use a functional resume outline if you want to highlight your skills at each job, instead of the job title or position itself.

Curriculum Vita

This resume outline is a specialty outline that is best for education and research fields. Typically a Curriculum Vita (CV) is more thorough than a regular resume and lists every achievement that you have had, including published papers and presentations. A typical CV could be as long as 30 pages or more! It is not recommended that you send one to a potential employer, unless it is specifically asked for in the job posting. If they like you, they may ask for one at a later date.

Candidate Profile

This resume outline isn't actually a resume at all! Some companies are doing away with tradition resumes in favor of a technologically advanced alternative. They ask job candidates to fill out a candidate profile online highlighting skills, beliefs, and talents. This type of resume outline is particularly useful if employers have to wade through thousands of candidates quickly.

Final Thoughts

Companies don't hire only one type of resume outline, they hire people. So do your best to put your best foot forward in the interview process, and then knock them out at the interview. Good luck!

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.



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