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Resume Writing 101 - Keeping The Reader In Mind

By Ann Baehr

To often jobseekers write their resumes listing everything they did as if filling out a home loan

application. In short: boring! Sure, a hiring manager needs to know what you have done in your career, but they also need to QUICKLY understand what you can do for them, not just where you have worked and your routine responsibilities. This article will give you resume tips on how to add focus to your resume keeping the reader in mind.

Before you write your own resume, examine professionally written resume samples to get ideas about writing styles and eye-catching resume formats. Then, write your resume with the reader in mind. If they are seeking someone with your background and skill set, be sure to make that the focus of your resume.

Do not use the resume templates that come with your word processor. They look like everyone else's resume on the hiring manager's desk.

Take the extra time needed to add visual appeal to your resume. If you are not able to do this effectively, you should seriously consider retaining the services of a professional resume writer. Be sure to ask them if they specialize in creating eye-catching resume formats in addition to their writing services.

Your goal should be to make a connection between what the hiring manager is seeking and what you have to offer in those select areas.

To get that message across at first glance, make your objective clear and visible. You can do this by creating a job title and positioning it prominently below your name and address. It tells the hiring manager what you are all about and sets the tone for the rest of the resume.

RESUME HEADING should read in bold and all caps: REGIONAL SALES MANAGEMENT

PROFILE or SUMMARY should tell the hiring manager something about yourself in a Summary or Profile so they get a sense who of who you are right away without having to read the entire resume.

The Summary should list number of years of experience, industry, credentials, and key attributes that are essential to the position you are targeting. For example, if the position is sales, your attributes would be strong communicator, strategic negotiator, and ability to establish and build key business relationships.

KEYWORDS SECTION: before you get to the Professional Experience section, you need to communicate your areas of skills by listing a good amount of keywords. These can be relationship building, territory sales management, client consultation, public speaking, sales presentations, contract negotiations, value-added selling, client training and support.

ACHIEVEMENTS: then you will want to toot your horn a bit by including some achievements. This approach is very effective because it sells you before they read one word about your work history.

ACTION VERBS: don't make the mistake of starting every sentence off with "responsible for." That is

understood. Try playing with action words such as led, directed, supervised, spearheaded, steered, guided, and executed. Instead of writing a sentence like this: Responsible for distribution operations throughout the Metro New York area, consider revising it to read like this: Managed distribution operations throughout the Metro New York area. Here's another example: Led the success of distribution operations throughout the Metro New York area.

CONSISTENCY: watch for consistency in present and past tense. If you are no longer with a company, be sure to make it past tense.

Again, review professionally written resume samples to get ideas about writing styles and eye-catching resume formats. But, make the effort to make it **YOUR OWN!!**

Ann Baehr is a CPRW and President of Best Resumes of New York. Notable credentials include her former role as Second Vice President of NRWA and contribution to 25+ resume and cover letter sample books. To learn more visit

<http://www.e-bestresumes.com>

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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