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Sample Resumes

By Alesia Benedict, CPRW, JCTC

Do you ever wonder why resume services post free resume samples on their sites for resume service clients to view? What do sample resumes provide? There is an ongoing argument among professional resume writers that posting sample resumes on websites is akin to giving away their work. True, some visitors to sites rip off the sample resumes they find there to use in their own job searches. Unfortunately for them, these individuals do not understand they are doing themselves a disservice.

If a site visitor likes a sample resume, it's usually not the content that attracts them but rather the style of the writing, the approach to the content, and the strategy that lies behind the writing. Sample resumes are generally chosen by the professional resume writer as stellar examples of approach and strategy, not for the professions or background of the resume owner.

I had a client who sent an old resume to me as part of the process of developing his new resume. The first page was typically self-written but the second page diverged considerably - not only was the entire career background different (he went from a network specialist to a Lawson programmer), but the entire approach was different. When I asked him about it, he stated "oh, that was a sample resume that I found on a site. I can't remember which one." I noted that it was a completely different field than his and his reply was that he just liked the approach and style of the sample resume portion.

Without his realizing, he had "snatched" a portion of a sample resume that I had written several years earlier and was posted as a sample resume on Rezamaze.com. To avoid embarrassing him, I did not point it out but I thought it was a good illustration of the purpose of sample resumes. The purpose of a sample resume is to demonstrate how the professional resume writer can take a job seeker's background and craft a document that grabs the attention, promotes the client's qualifications, and projects a professional image that will get the interview.

Sample resumes are not only posted on websites, but there is a plethora of resume books on the market that show sample resumes from different professions and written by different professional writers. A great deal of our work here at GetInterviews.com is published as sample resumes in these books.

Sample Resumes

If you find a sample resume on our site that appeals to you, give us a call. We'd be happy to discuss how we can construct a professional resume for you that would promote your career so you can get the interview!

Published in 25 career books, Alesia has been cited by Jist Publications as one of the "best resume writers in North America" and quoted as a Career Expert in the Wall Street Journal. Serving as the Resume Expert for over 50+ organizations, she has numerous media appearances to her credit and is a frequent keynote speaker.

<http://getinterviews.com>

Why You Only Really Need Four Sample Resumes

By Roger G Clark (BSc)

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Any job seeker looking for sample resumes usually doesn't have to look very far.

A multitude of sites today are offering free sample resumes on the internet in addition to the avalanche of books that are released each year touting resume examples. With this kind of information overload it can be quite easy for the unsuspecting job seeker to become mired down in sample resumes, moving from one to the next in their pursuit of the `ultimate' professional resume example that will land them the job of their dreams.

That is not to say there are not certain guidelines and tips a job seeker should follow, but there is not a free resume example in the world that will get you the job you want. Only your skills, experience and determination will land you the job you seek.

Sample resumes do serve a purpose and that is to assist you in placing your information on a resume in the manner that will best market your skills and experience to the employer. In order to do that, you do not need to surf thousands of web pages or study an entire library of books on sample resumes. You simply need to understand the purpose of each of the four basic types of resume and current resume guidelines.

In a sample functional resume, the focus is on your skills rather than your work history. This type of format is great for individuals who may not have remained at jobs for long periods of time or for individuals who have held numerous jobs. This type of resume can also work well for individuals who are changing careers and want to shift the focus from their work history and what they may have done in the past to their skills and what they wish to do in the future.

In a chronological resume, the focus is on work history, giving a clear indication of where you have worked and how long you worked there. This type of resume is good for individuals who have had a stable work history and are looking to stay within the same career field.

In a combination resume, the benefits of the chronological and the functional resumes can be

Sample Resumes

combined in order to emphasize specific transferable skills.

A curriculum vitae, or CV resume differs from the chronological and functional resume in that it can be a bit longer and contains information the other two resumes do not such as description of papers written, and related professional and association memberships. This type of resume is geared towards individuals who are applying for work in international firms or in academic fields.

In regards to guidelines, sample resumes usually give the same advice.

- Include an objective statement that is clear, focused and concise.
- Do not include personal information such as marital status and age.
- Focus on accomplishments, not activities.
- Above all, be honest.

Roger Clark (BSc) has over 25 years experience in career development & recruitment at a senior level through top management positions he has held with major international companies.

<http://www.top-career-resumes.com><http://www.top-career-resumes.com/writing-resumes-news.html>

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