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**The Resume: What It Is And How To Use It**

**By Earl Bestman**

The resume is something that everyone has heard of, but few people actually know what it is supposed to do.

First off, let me say that it is a part of the job-hunting process that is much misunderstood. Many people think that a resume is nothing more than a list of a job-seeker's qualifications and experience. And a full list at that.

Many job-hunters just write down everything and anything they know or have completed a course in, hoping that the employer will find something appealing in the mass of facts presented. This is a common misunderstanding, and nothing could be further from the truth.

The first rule to remember in any communication to do with business, and especially job-hunting, is to be brief. Take it as read that anyone with a job is busy. Very busy. Especially people working in the personnel department. In the bigger companies they often have hundreds of resumes to plough through. And the last thing they want is to come in the office on Monday morning and be faced with a resume that is half way to being a novel.

So to repeat: be brief. Or as brief as possible.

The whole point of the resume is not to get a job, but to get a foot in the door. In other words: to land an interview. Nothing more.

A resume which gives a succinct taste of the candidate's experience and qualifications is much more likely to succeed in landing the all-important interview than is a resume consisting of pages and pages of irrelevant facts.

And this is where a professional resume writer really comes into his or her own. A professionally written resume will stand a candidate in much better stead than one hastily written by the candidate himself.

## The Resume: What It Is And How To Use It

A professionally–written resume will take the candidate's experience and put it in the best light for the type of job being applied for. This makes the employer's job much easier, and gives the candidate a sense of focus.

A good resume gives a definite advantage in the ever–competitive job market.

Once the resume is written, of course, there's the interview to cope with. But with a great resume in front of them, that part of the candidate selection process becomes all that much easier, for prospective employer and prospective job candidate alike.

Earl Bestman writes for

<http://bigsuccessworkshop.com>

, a resource for those seeking to write a better resume and improve their job hunting skills

### **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.

## The Resume: What It Is And How To Use It

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>

Resume Writing and Preparation is Free Online  
How To Choose The Right Resume Format  
Tips For Writing Your Winning Resume  
Understanding Resume Styles  
Resume Distribution and Resume Posting Explained

The Ultimate Guide To Acing ANY Job Interview  
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