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Understanding Resume Styles

By David Green

Perfecting the perfect resume style can be tricky. Many job seekers don't really understand the ins and outs of resume creation and only think about their resumes when they are actively seeking other employment. Many recruiters agree that such an approach can actually leave your resume lacking in both style and content.

Living Resume Style

Do you have a living or non-living resume? A living resume style is a document that is continually updated over the course of months or years. It isn't simply updated when you are looking for a job. So if your employer gives you a new task or you learn a new skill, you would update your resume to reflect that. This resume style is ideal for a number of reasons.

First, it lets you get a clearer picture of where you may be headed in your career. You may begin to notice patterns and tendencies towards a particular job or field. Maybe you have always had a love for graphics or public speaking, but never realized it until you sit down with your resume. Second, a living resume style will allow you to accurately document your skills. Writing your resume after a nasty fight with your boss isn't the best way to approach things. Instead write your resume when you are clear headed and comfortably employed.

Past, Present, Future Resume Style

It is important to remember that a resume is about where you have been, where you are, and where you are going. Most job seekers focus on the present- but do little to discuss the past and future. To get the upper hand, you want to have a resume style that focuses on all aspects of your work including what you plan to do in the future. Remember, your resume is a work in progress and will never be finished.

Final thoughts on Resume Style

Last but not least, you want to keep abreast of what is happening in the world around you. The

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internet and online job applications have changed the way that many recruiters do business— so it important that you have an online resume as part of your job seeking portfolio. Recent problems with viruses and spyware have lead many recruiters to stop accepting attachments, so you will want to become aware of the ins and outs of plain text resume formatting.

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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.

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.

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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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The Resume: What It Is And How To Use It

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