

File Created by [Blogging Rebirth](#) WP Plugin

Tips On Writing A Resume

Figure out what you want to do.

How can you write an effective resume if you have no job target? Tailoring your resume to the specific job that you want to apply to is what you need to do. It is no longer necessary to send out 400 copies of the same resume.

Making a list of the jobs you have held that have relevance to the new job target is a must.

If there are none, then find out the skills you acquired from those jobs that apply to the one you are seeking. For instance, if you are applying for an administrative assistant position, it is possible that your fast food job does not apply and should be left off. But there is one exception, and that would be if you were in a managerial position and had restaurant paperwork you were responsible for (like inventory, ordering, reports, and bank deposits).

Know what things you should NOT put on your resume.

Do you think you stand out without being excessive?

Start with a blank page (no templates) and work on a design. Being overly colorful and super creative is not a good idea right now. Put yourself in the shoes of a hiring manager. What if you have received 345 e-mails from job seekers within 12 hours of posting a position? What would catch your eye? What you can do is think of a refreshing change and then go for it.

It's now time for the actual content of the resume.

Typically, there are five basic sections in a resume.

a) Contact information. Powerful and complete. Headline. Be sure to state what you are offering. Skills Summary. Your relevant skills are quickly highlighted. 4. Professional Experience. Accomplishment and relevant oriented. To start your sentences, use action verbs and avoid the word "I." 5. Education. Only list college or trade schools. Leave off high school unless you are a recent graduate without experience.

Notice there is no objective statement listed here. This is because the objective statement is where a lot of people make their most common mistakes. When it comes to the objective, it should state what you can provide to the company you are targeted and the reason they should consider you for the position.

Don't forget to proofread it, ask your friends to proofread it, and then do it two more times.

It is very important to do this. Make sure to check the spell checker and the spelling errors. You will read over it more thoroughly as long as you print it out and review it. You should watch out for poor grammar, redundancy, and punctuation errors.

When you send it, it should always have a cover letter.

Be sure that the cover letter is specifically addressed to the company and job posting. Make a note of why you are the best candidate and how you heard of the opening. Hit the highlights of what you have to offer them so they are intrigued and interested in reading your resume.

Get exclusive information for entrepreneurs and others looking for [make money](#) advice.

Related Blogs

You can also find this article published on [Tips On Writing A Resume](#), and on the tag pages [business](#), [Business and Careers](#), [Employee and Job Interviews](#), [Employee Relations](#), [human resources](#), [job hunt](#), [job interviews](#), [job search](#), [jobs](#), [resume](#), [resume writing](#), [resumes](#), [Resumes and Writing](#), [writing resumes](#), [Writing Tools and](#)

[Resources.](#)