



Writing a successful resume...

Your resume is your ticket into an interview. For your ticket to be valid you need to put extra effort into writing your resume. There are key points that all employers look for in a resume so make sure you are one of the job seekers who knows what they are! Read through the following tips to learn more about perfecting your resume.

The basic format for your resume should be clean, clear and organized. Make sure your resume is no longer than one to two pages. In most cases if it is longer than that then you are not being specific enough. Organize your information and credentials and be consistent with how the data is presented. Format the text with a font like Arial, Times New Roman or Verdana.

Make your resume readable by leaving plenty of white space. Do not write your resume in paragraph form. You want to get your point across as quickly and clearly as possible. Run on sentences and text overload will make it that much easier for the reader to send your resume to the trashcan. Use a bulleted format and condense the text for added proficiency.

When writing your resume remember to be specific about what transferable skills, experience, and accomplishments apply directly to the position you are applying for. Only include relevant information worth mentioning.

Be sure to include accomplishments and successes from previous work as opposed to simply listing your duties. Accomplishments include things like facilitating company growth, promotions, certifications and licenses or completing special projects.

List your previous work experience and education background in reverse chronological format. This means your most recent job will come first, and so on. Use the present tense for current positions and past tense for past positions. The employer will be looking for some sort of order.

Make sure you have two or three people proofread your resume before submitting it. Typos are easy to overlook after working on a document for a long time and can give the wrong impression to the company. They may assume the person who sent the resume is lazy or does not pay attention to detail. These two attributes are not something you want tied to your resume.

Do your best to communicate to the organization that you are the best candidate for the position. Sell them on the idea of hiring you. Always keep in mind what you have that others do not that will benefit the employer's company. They want to know what you can do for them. If you make this clear when you send in your resume then you can expect a phone call to set up that first interview.

Because it can sometimes be difficult to write a brilliant resume on your own, take advantage of online resources where you can find more tips and information on how to write a resume. Also, posting your resume on a niche job board will get you and your credentials into the hands of multiple employers who are serious about hiring a qualified and available candidate.