How To Write A Resume

One of the most important things to have when looking for a job is a resume. A resume often lets a potential employer know details about you that show them you are the person that is best qualified for the job you are applying for. Some required sections for any great resume is contact information, education you have received, and experience that you have had. However, if you want to make your resume stand out, there are some things you can add. Profiles or statements of qualifications can improve the tone of your resume, volunteer work, or community involvement can also enhance your resume and any affiliations or licenses relevant to the position you are applying for are also important to include on a resume.

The job hunt can be difficult, but having a great resume can make it much easier. It is hard to know what to put on a resume because there is so much information. Employers often want to know as much as possible about you from reading your resume, but they don't want to be reading it all day. Therefore, you need to find a balance between too much information and too little information. You want to make your resume smart and snappy, so it can be read quickly, but you also want to make sure that it is complete. In order to have a great resume, there are several sections that you want to be sure to include.

Contact Information

First of all, you need to have the correct contact information. The contact information that you provide needs to be current and needs to be truthful. Make it simple and make it easy. Be sure, also, that it is complete and correct. Don't include an old phone number or an address that is out of date. Be sure that you are only using your current information.

Profiles or Statements of Qualifications

Instead of the typical paragraph about job objectives, you want to use profiles or statements of qualifications. This is the same information as job objectives, but it is done in a more positive way, with statements about what you are qualified for. These profiles should tell the reader of the resume why they should hire you for the position for which you are applying. They should be simple statements but should also be complex. Make them easy to read and easy to understand, but make them as full of information about you and your qualifications as possible. The goal of these statements should be to make an employer want to hire you simply by reading the statements of qualifications. Remember, your resume is intended to be a way to sell yourself, but also be sure that everything on it is completely truthful.

Education

List your education first if it has been less than three years since you have graduated. You should also put it above the experience section if your education is more important and more prominent to the job that you are applying for than your work experience is. For instance, if you are applying for a specialized job, like a nursing job, and you have education in the nursing field but have never worked in it, place your education first. Also, if you are currently a

student or have just graduated, be sure that you highlight this by putting the educational information first. Within the education section, place degrees you have received in chronological order with the most recent degree earned first.

Experience

When you are writing your work experience section, there are a few things to remember. First of all, you want to provide the jobs that you have done. However, you don't just want to list them. You also want to describe your jobs, so that the employer can understand what you did. Don't expect that they will just know what job you were doing and what type of work it was. Describe the job and the work that you did while you were employed. Also, remember that no matter what type of job experience you have, other people will have had the same experience. Therefore, be sure to add in any work-related accomplishments that you have had. You want to find anything that you can that will set you apart from the competition. Therefore, be sure to write about anything that you might have done or accomplished which will allow you to stand out from everyone else.

Affiliations, Licenses

Affiliations and licenses are very important to include in your resume, as well. Potential employers will look for certifications or licenses that are qualifications for the position for which you are applying. You will be able to show the future employers that you truly do know what you are talking about. Affiliations are also helpful because they will help you show your prospective employer that you know what you are talking about. Even if you have affiliations or licenses that aren't needed for the particular job for which you are applying, they will show your employer that you work hard and that you are qualified in other areas. They can reflect positively on you.

Volunteer Work or Community Involvement

Employers want to see that you have been involved in the community and that you will be in the future. This remains very important for all prospective employers to see. Many different businesses do types of community service, so be sure that you highlight any of it that you have done. This will help the employer choose you over the competition because they will see that you can truly be an asset for them in many different ways.

All in all, your resume should be something that you can be proud of. It should be your life, and your qualifications, right there on the page so that you can sell yourself even when you aren't in the room to do so. Keep in mind that you are striving to be the best that you can be, and also that you are trying to show future employers exactly how good you will be for them and for their company. Therefore, use every opportunity that you have to sell yourself. Keep it positive, keep it truthful, and before you know it, you will get the job of your dreams.