

## A Professionally Prepared Resume Will Take You Places

*A resume can prove very helpful when applying for a job. It lists your credentials, work history, licenses, volunteer work, and other experiences you possess. Done well, a resume will assist you in getting the job of your dreams. Be concise, use short and catchy phrases, and consider using a bulleted list. Tailor your resume to the specific job you are applying for. It should show professionalism and catch the potential employer's eye. Show your potential employer your determination to work hard. Make sure the subheadings make it easy to distinguish between the various parts of your resume. It must be an attractive resume that shows off your best self.*



We are all born, most of us attend school, and before long we have graduated, and reality strikes. We need a job. The first step in your job search is preparing a winning resume. A resume is an all-important document that you must have if your desires of securing a job are to be fulfilled.

So what is this resume? It is simply a document that briefly talks about your academic credentials, your work experience, volunteer work, licenses and other credentials you may possess, and associations that you may be affiliated with. A good resume should describe you and how best suited you are for the job you are applying for at any given time by emphasizing your transferable skills that you have collected which best relate to your present career objective. In addition, you may gear your resume to emphasize qualifications that are required for a specific job announcement to which you are applying.

A resume, however impressive, cannot get you an interview on its own, but research indicates that for every ten interviews you attend after posting a resume, you are likely to get one job offer. This just goes to show how important a resume is. And it translates into this: a perfectly done resume will get you the job you are looking for. Just make sure it has all that is required.

### Concise Is Best

Your resume must clearly and precisely state your qualifications for the job – from your academic credentials to the work experience that you have which sets you apart from the rest. Resumes for recent graduates or for individuals seeking a career shift or career advancement should limit their resume to one page, and make sure you fill up the whole page. Presentation and a document that is easily accessible is half the battle in a resume.



In the description of each present or former employer for which you have worked, instead of writing prose, use bullets or phrases that use a bullet structure. A bullet structure begins using a strong, descriptive verb so that the phrases are easy to peruse quickly. They also allow you to get right to the point so that you can make the most of the space available.

If you are applying for a certain job, make sure your resume reflects all your education and work experience that is relevant to the job advertised. It is therefore imperative that you describe your abilities briefly but in an easy to understand manner in your resume, taking care to present the details in there in the best way possible. With resumes, a good presentation adds your worth, but a jumbled, disorganized resume is a recipe for regret later. If you cannot write a good resume, contact a good resume writer like Preferred Resume.com. The advantage here is the

experience they have in producing a professional-looking, eye-catching resume that will guarantee you not only an interview, but may also help you in getting the job you want.

### **Accuracy and Simplicity Matter**

A resume must be judged as accurate and should not contain vague details about things you did but cannot substantiate. A good and accurate presentation of your academic and professional qualifications, detailing all achievements in the past whether in the work world or in class work, is sure to give you a good head start in your job search. Your resume will also need to freely flow and be coherent, while at the same time being legible and inviting. To achieve this, you might need to decide what style your resume takes. Is it a functional, chronological, or hybrid resume? Your style must be dictated by the function you want the resume you are preparing to do. However, resumes are generally written by job seekers who are either changing jobs within the industry they are in, or those switching jobs from one field to another. It is also possible that an employer may ask you for a resume. Reasons for preparing a resume aside, maintain accuracy while presenting your document in an easy to read font, font face and general layout.

### **Gathering the Material for Your Resume**

If you have previously worked, you may have a job description from the original job announcement to which you applied or a contract that describes your responsibilities. Include the job description, and your duties and responsibilities at your previous employment. You may also consider including what your previous employer thought about you, for example, by including information contained in letters of reference and appreciation. Finally, put down precisely all the qualifications and special courses you have undertaken so far. As this shows your technical expertise in an area or areas where you can work, be ready to defend it should you be required by an employer to indicate what transferable skills are present in what you studied.

An emerging trend among most employers today is how many “soft skills” a candidate can bring in. In your resume, make sure such skills as conflict resolution, excellent communication as well as team skills are visible. In addition, include your ability to solve work-related problems. Proper planning and excellent organizational skills are other soft skills you should not forget to include in your resume.

It helps to indicate with practical examples how well you can initiate new things. And can you motivate and lead others into increased production at the company? Can you be trusted to get along well with colleagues? This is what employers are looking for. It therefore means that these skills must stand out in your resume. But do not just bulldoze these skills into your resume. Rather, gather as much information as you can pertain to the position you are applying for and put it into your resume.

### **Finishing Touches to Your Resume**

Ensure the resume is readable, with appropriate sub-headings that accurately capture the contents of your resume. For a good presentation, leave some white space in between the headings and sub-headings in your resume. In the same vein, ensure that you capture the attention of the person who is reading your resume by placing the information that you most want potential employers to read first at the top of your resume. If you seek a job that is different from your most recent work experience, consider using a profile or a statement of qualifications.



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