

A Professionally Written Resume Will Help You Reach Your Goals

By Sayaka Seino

Having a great resume is a vital tool in the world of job hunting. Don't be afraid to seek professional assistance. It will inevitably be up to you to provide the information that needs to be on it. Do whatever you can to promote your strengths and show yourself off. Let the employer know what you are capable of. Include previous jobs and experiences that are relevant to the position you are applying for. It may not be important to include unrelated work experiences. List community and volunteer activities you've been involved in. Revise the resume as many times as you want until it works for you. Do all you can to make it as perfect as it can be.

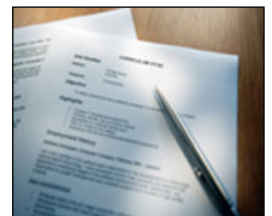


A winning resume is becoming an increasingly valuable tool in securing a top notch job. It can be an extremely difficult thing to write and many people are understandably apprehensive about writing their own. If you feel that you require some help in writing a resume you feel confident about, you may want to consider having your resume professionally written. These days, there are many professional resume-writing services available, like Preferred Resume.com, that are happy to assist you in writing the resume of your dreams.

Although these services will format and organize your resume for you, you will still need to fill in the blanks with the necessary information. Here are some of the areas in which you will be required to provide accurate and relevant information:

- Your educational background will almost always be required when applying for a job. Be sure to provide the names of the schools, years attended, and degrees earned. If you had a high class ranking, exceptional GPA, or honors, these are appropriate to include here. You may also want to show off other accomplishments and rewards won if you feel your education is your strength.
- Work and professional experience is also an essential part of your resume. If you have a lot of work experience, it isn't necessary to list every job you've ever had. Including only the jobs that are relevant to the position for which you are applying will suffice. Along with the names of your previous employers and dates worked, you will want to outline the positions and responsibilities held at each job, highlighting especially those skills that are transferable to the job you desire.
- If you have been involved in community organizations or volunteer activities that you feel will play to your strengths, be sure to mention them as well. Anything that will highlight the skills you want to emphasize should be included. You know your own selling points a hundred times better than any resume-writing service, so don't be afraid to be specific in your requests. Researching a company you want to apply to is also a great idea and will help you see which skills are important to showcase.

When a first draft of your professionally prepared resume is returned to you, be sure to look it over carefully to make sure all of the information contained is accurate. See how you like the formatting and style. Ask yourself, did you want it all condensed to one page, or are you fine with it being a page and a half? Did they emphasize well the qualities you were hoping they would? Do you feel it presents you in the best possible light?



The same questions may be asked when reviewing a cover letter, if you choose to have your cover letter professionally written as well. You are allowed to be picky here. Having your resume professionally written is an investment you are making for the job you may have for the rest of your life.

If you feel that your selected resume-writing service hasn't quite captured the essence you were going for, let them know your concern and they will be happy to revise your resume. You can even offer your own suggestions. Don't give up until you feel your resume is as perfect as it can be. When you know you've got a winning resume in your hands, you can send it off with confidence to the jobs you know you deserve.