

## Your Resume Can Help You Compete for an Executive Position

*A determining factor for an organization to achieve its goals and objectives is the management and leadership of that organization. Those at the helm of a company play a key role in the success or downfall of that organization. Therefore, there are strict procedures for recruiting people for these positions. You must be able to stand out from the other applicants with a well-organized and eye-catching resume. The purpose of a senior executive resume is to present your skills and qualifications in the best way possible. A well accepted executive resume is organized in distinct subsections. The first section details personal contact information, which includes a permanent address, phone number, and email. Accuracy is of great importance. The objective or summary section follows. You must ensure your stated personal goals are in line with the position offered. Professional qualifications should be placed in reverse chronological order with the most recent information first. Academic qualifications are the most important as it forms the basis for your qualifications.*

Every company or organization strives to make high profits at the lowest possible cost. For a company to realize their objectives and goals they have a mission statement and a vision that guides them. One of the major factors that determine whether an organization will manage to achieve these goals and objectives is the management and leadership of that organization. This means those at the helm of a particular organization play a key role, either in the success or downfall of a company.

Being such a crucial position, the field of senior executives and senior managerial positions is highly competitive. As a matter of fact, you usually have to go through several procedures before finally clinching the position. This is because companies cannot afford to trust their business to just anybody, and must therefore be totally sure prior to hiring anyone for this position.

One thus requires some tips when writing a resume for a senior executive position. It is important to note that the main aim of a resume for a senior executive position is to present to the potential employer your skills and qualifications in the best way possible in order to impress him or her and thus be considered a viable candidate for the job.

The first thing that must be reflected in your resume for a senior executive position is the personal details of the candidate. Some of the details include your name and contact information which should include your permanent address, phone number, and email.

When writing a resume, it is always important to remember that accuracy is of great importance. You are required to provide all details with utmost honesty. The giving of false information will jeopardize heavily your chances of being considered or, more likely, disqualify you from the candidacy.

Having given the correct personal information, the next thing on your resume should be the objective or summary of qualifications. You must be careful and ensure that the personal goals are in line with the position offered, since if this is not the case it would highly decrease one's chances of landing the position.

The professional qualifications come next. They should be chronological as many experts advise that it is more professional to do so. This means giving the most recent information first and concluding with the initial stages. This helps the employees a great deal in visualizing your ability to do the job.

It is at this point that one indicates their academic and educational qualifications. This is the most important of all the other aspects as it is the basic requirement. In simpler terms, lack of academic qualifications will render you disqualified without any further consideration. The educational qualifications should also be put in a chronological manner, starting with the most recent and ending with the initial stages.

It is also important to include other areas of distinction that may not necessarily be within the limited scope of academic and professional qualifications. It could be some kind of affiliation, membership of a particular organization, institution or association, or even honorary recognition.

The final section should be a list of a couple of people or even institutions who may know you well and who if called upon may confirm that the details provided in your resume are accurate. This section is normally entitled "References," and is usually the conclusion of a resume.

It is not mandatory that your resume strictly follow the guidelines outlined above. The major emphasis here is to present all your details to the employer in the best possible light in order to increase your chances of securing a position in the senior executive field.

The senior executive field as mentioned in the beginning is highly competitive. In addition there are strict procedures that are followed in recruiting people for this position. You must therefore be able to stand out from the rest, which will largely be determined by an eye-catching and well-organized resume.