How to write a resume:

A resume is essential when job searching as it is literally the hiring manager’s first impression of you. Your resume shows your level of professionalism, and also gives the manager an idea of your work ethic. Besides showing your previous job experience and education, the resume itself shows grammar and spelling skills, and also your attention to detail.

We sometimes overlook things like formatting and making sure everything is ordered appropriately; this is important because it gives your resume an easy flow. Spelling and grammar etiquette should be obvious, but often goes unnoticed; that’s why it’s important to proof-read. Aside from those, we have to know what is needed on a resume inside the sections. Listed below are five essential sections in a resume.

1. Skills- In this section you want to display skills that are relevant to the job that you are applying for. Try to include transferrable skills, as these are skills that can be used and required at any job. For example take communication skills, computer skills etc.
2. Experience- You’ll want to put your most recent job experience in this section. Use power statements to describe your job duties, and make sure each power statement includes an action verb. For example managed, performed, directed, etc. all do well. Don’t leave any room for assumption in your power statements, so make sure you cover who what when and where relevant to your statement.
3. I performed fifty ticket purchases five days a week while working front line.

**Who Action verb What When Where**

1. Education- List your most recent education level
2. Volunteer work- This is an important section because it shows the reader your personal interests and values. It may also make you stand out because of mutual interest or leave the reader wanting to know more about you.
3. Awards and honors- This is the section where you’re able to show off without seeming arrogant. This section shows that you not only did the job, but you excelled at doing the job.

After adding your information, format your resume and proofread, proofread, proofread! Once you’ve completed your resume using these tips and tricks, you’ve already taken the first step in getting your new job.