



JA Consultancy

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Company Name



Key

What are the facts, figures, and details?
What can we measure and verify?

First and foremost a resume is a brief account of a person's education, qualification and previous experience.

Here are some key strategies to focus on to shine above the competition.

It should include an example of a professional accomplishment that highlights those strengths.

Customize our resume to match a specific job description.

Focus on positive results and accomplishment.



Door

What can we learn from our experience?
What can we improve from today?

Keep a consistent easily-readable format.



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Think

What are the wants, needs, hopes, and dreams?
What other thoughts, impressions, and influences?

Pick a simple design and clear layout.

Resume tell the employer about your experiences skills and work history.

Use resume to highlights items that indicates we are a good worker are qualified for the position and bring desirable skills to job.

Choose the right resume format.

Start with a heading statement.

Put relevant skills that fit the job ad.

Feels

What are the fears, frustrations, and anxieties?
What other feelings, impressions, and influences?

