



Explore | Expand | Enrich



Structure of a standard resume

RESUME SKILLS



How resume template helps ?

- Organize Your Resume
- No Experience Needed
- Make a Great First Impression
- Save Time



RESUME SKILLS



Resume format importance



RESUME SKILLS



Sections in a resume :

- Contact Information
- Resume Summary
- Experience
- Certifications
- Education
- Skills



RESUME SKILLS



Risks with using templates :

- Same as everyone else
- A lot of the templates out there are substandard
- You are selling yourself short
- What a job seeker should do

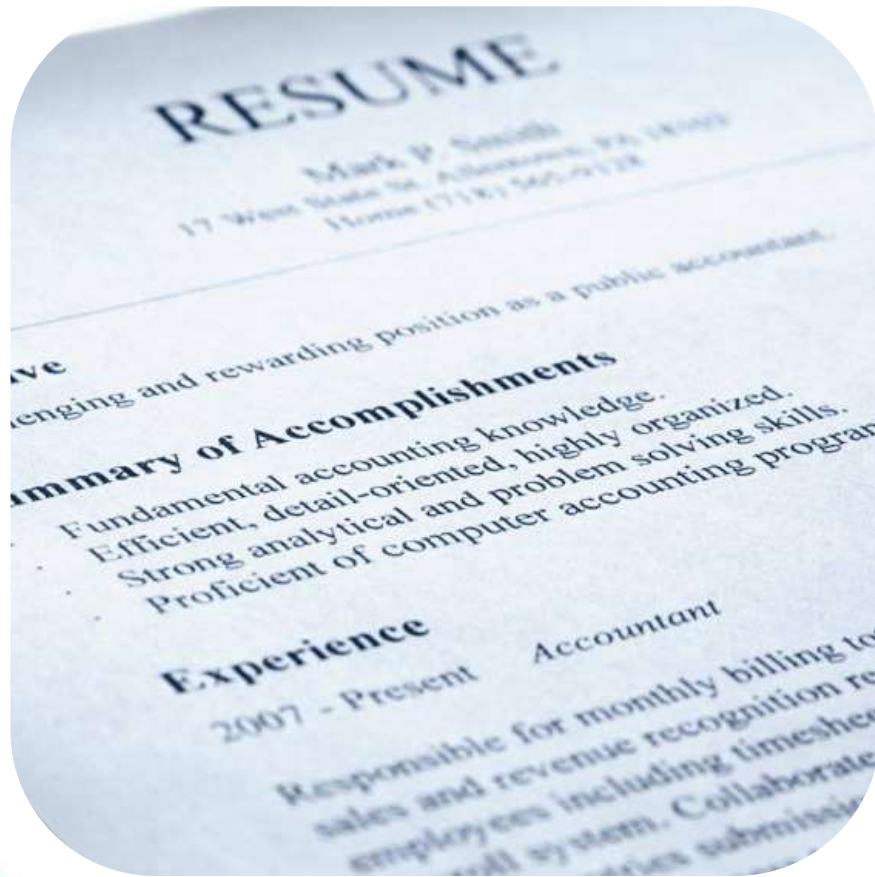


RESUME SKILLS



Tips





Formatting - Use of color and font

RESUME SKILLS



Use of colour in a resume

RESUME SKILLS



Use of font :

- Serif
 - Times New Roman
 - Garamond
 - Georgia
- Sans-serif
 - Arial
 - Calibri
 - Verdana





Introduction to Power verbs and
Write up

RESUME SKILLS



What is Power verbs ?



RESUME SKILLS



Benefits of Power verbs



RESUME SKILLS



Power verbs example :

- Executing
- Organizing
- Executing
- Supervising



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Power verbs example :

- Leading
- Balanced
- Communicating

