**FIVE MAJOR** **ELEMENTS OF AN EXCELLENT RESUME**

Much like furnishing an empty house, a resume is a crucial piece of the puzzle to a successful career. As per the recent study, a recruiter scans a resume in 10-15 seconds. Therefore, the content layout & language has to be dynamic enough for an employer to give the resume a longer look. Five major elements to attain an interview winning resume are:

**Format**: The Format of the resume should be well-structure. It should be chosen as per the target industry and functional area. There are three major formats used widely namely Chronological, Functional & Mixed Formats.

**Job** **Objective:** The Objective Statement Highlights Your Target Functional Areas Coupled With Preferred Location and Industry

**Profile Summary**: It Is A Precise Snapshot Of Your Career Graph Highlighting Your Functional & Personal Strengths.

**Organizational Experience**: The Experience Should Be Mentioned in a Chronological Manner with A Fine Balance Of Rich Industry Keywords And Professional Adjectives

**Accomplishments**: Quantifiable Accomplishments Add Credibility To Your Resume. For Example Percentages Can Be Used As A Metric To Highlight Your Efforts.