**Introduction**

Resume is a very important self-description. It let people quickly known you, getting a brief idea you have what skills or ability. And the new company will know what benefit you could bring them. In this essay. I would like to talk abo how to construct a good resume.

**Format**

Every successful resume must have a rigors format. Well organized resume shows you are attention to detail. Meanwhile, a great format makes your information is easier to find. You should always keep your description well organized.

A great technique I learned in class is organize your work experience by time and briefly describe it. First, employer like to find relative information in thousand of resume applications. It’s always a good idea to put your information in an easy to find position. On the other hand, you should use simple and concise sentence to describe your previous position history.

Control all element inside one page is a good strategy on resume writing. Put everything no more than one page helps reduce the interviewee reduce the reading. Image there are tons of applications, it’s nearly no chance interviewee can read through all your sentences. So, write and simplify you most valuable skills, previous position and education experience within one page.

**Professional Description**

Resume content is very important to employer. No one prefer to hire an unrelated person. You must make every personal information expressed in a profession way. To avoid hiring companies underestimate your abilities, you should always use your professional description while writing your resume details.

Include every contact method you can provide. The company shows the interest to hire you, but they cannot find the way to contact you. In order to avoid this happened. You should not only add our email address to the contact information but also a related phone number that they can getting touch with.

Describe your experience confidently. Sometimes you might lack of resources to writing on the resume. You can include your personal experience to enrich your professional expertise. In my point of view, writing something you are proud of and outstanding will definitely catch employer attention.

**Formal Languages**

Resume is not writing a email to a close friend or professor. It’s your concentrated personal description. You should always threat it seriously and using formal languages. Besides formal language, you should carefully show your expectation and interest for entering this company.

It’s not a good idea to use a same resume for all companies your want to get in. We should always modify your resume and showing your different aspect of interest to different companies. By showing different skills levels or abilities. Analysis your employer and make the specific revision for this company is the key to attract more employer.  
**Conclusion**

Resume writing is a very technical writing skill. By following the guideline of great format, professional description and formal languages. We can write successful resume that able to attract company employees. Always remember a good resume is the key enter a great company.