Things We Should Keep in Mind before writing Resume

Make your resume STAND OUT :

Our resume serves as our first impression to potential employers, making it a critical document in our job search. Crafting a well-structured and compelling resume can significantly impact our chances of landing an interview. Here are some essential things to consider before we start writing our resume:

1. Basic Rule of Resume :

- The basic rules of crafting an effective resume can be summarized through the 3 C's i.e. **Keep it Concise, Clean, and Consistent**

- Avoid overwhelming the reader with excessive information.

- Choose the format that *showcases your qualifications effectively* and ensure consistency in formatting, font size, and style throughout the resume.

> A professional appearance reflects attention to detail.

2. Understanding your job profile :

- Thoroughly understand the job requirement by carefully **reading the job description provided by the company**.

- We can find skills, qualification and experience that is expected from the employee and then showcase our skills and experience that align with the same job position, which demonstrates your selling point.

3. Identify our own selling point :

- Our "**selling points**" in a resume are the specific qualities, experiences, and accomplishments that make us a strong candidate for the job you're applying for.

- These points are what differentiate us from other applicants and convince potential employers that we are the right fit for the role.

- *The main thing is that it is different for each company, each role and each time you apply with the resume.*

4. Research on Social Media :

- Researching a company's social media presence is a valuable step when preparing our resume and job application.

- We have to think the way the recruiter will be thinking. We have to fit in his/her shoes to get that way to write the resume, that is the only way you can get the magical key to unlock the first step to our dream job opportunity.