

CPP 1001_13

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Assignment 5 – Good/Bad Resume

What makes it a good resume and what makes it a bad resume.

It is true to say that nowadays is tough to get the job you want, not less hard is to know what job position is the best for you. One of the reasons is because people are often struggling for success, and do not take time to figure out what is the right fit for them. An indispensable thing you will need to land a job is a resume which should always be updated over the time making it a not easy task to do. There are some things which makes a good resume and you should remember and some others you must avoid since it will not bring the value you want to show. To make a good resume it is important to remember that the resume is a document where the professional sells himself and he should do it in a easy to read way since the interviewer just have few seconds to read his resume, on your resume you should describe your experience throughout your career aiming for what the employer needs, which makes necessary some adjustments based on each different company and its needs, and you should be prepared to talk about all the skills and experiences you listed on your resume. The resume should follow a concise format starting from your personal information such as name, email, phone number, followed by the qualifications you have, highlighted keywords of your field of work, and then a timeline of the companies where you worked at and topics of what you have achieved as positive on each of them. Another thing very important in a resume is its length, since the employer just have few seconds to read it, it should not have many pages, it is known that for people who have less than 10 years of experience the resume should have just one page, and two pages or more for people who have more than 10 years of experience. The employer is not interested at the moment they are reading the resumes in all of the candidates' careers, he is focused on which skills will bring immediate value to the company. One of the common mistakes people do is spelling and grammatical errors, a good tip is to ask someone else to read your resume before you hand it out to the companies. You should be careful with the formatting and fonts of the document, do not use many different types of fonts and colors, make it clear and easy to read, try to opt for the simpler if have questions. One last thing is to remember to update the contact information and be available to answer to a call at normal daily work hours.