



HOW TO WRITE AN EFFECTIVE RESUME

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Today's Road Map

➤ How to get you noticed by recruiters and employers?

➤ How to format your resume for a professional outlook?

➤ How to structure your resume best to please recruiters and hiring managers?

➤ What research needs to be done before you start writing your resume?

➤ How to write a profile and details of your work experience, education that will grab recruiters' attention?



JOB OPENINGS!

The Venngage team is currently looking for creative and self-starting candidates to fill the position of:

DEVELOPER

JOB DESCRIPTION:

A front-end developer specializes in building the front end, or client-side, of a web application, which encompasses everything that a client, or user, sees and interacts with.

REQUIRED SKILLS:

- Javascript
- CSS
- HTML



PROGRAM ASSISTANT

JOB DESCRIPTION:

A Program Assistant provides operational and administrative assistance to the Program Leader and Program Staff, performs a variety of administrative services in support of the operations of the Program, and assists with information management the team.

REQUIRED SKILLS:

- Organized
- Meets deadlines
- Multi-tasking



APPLY NOW!



You've seen an advertisement for your dream job.



You want to send in your resume.

What is a resume?

Your curriculum vitae (CV) or resume is a personal marketing document used to sell yourself to prospective employers.

It should tell them about you, your professional history and your skills, abilities and achievements.

Ultimately, it highlight why you're the best person for the job.



Make an impression within 30 seconds

Robert Williams, a recruitment expert with decades of experience, tells us that a **resume** has a
“**30 second eyeball time**”.



How to make a big impression in a small amount of time?

Consider the following questions:

- Do you want to use an unconventional layout that will make your resume more eye-catching?
- Or are you applying to a more traditional company where a modern looking resume might be frowned upon?
- Would it be more effective to reduce the number of items on your resume to make the most important points stand out clearly?
- How can you rearrange the items so that the most important parts are easily seen by the reader?

Step 01 – Pre resume - writing research



- ✗ Communications
- ✗ Teamwork
- ✗ Problem Solving Skills

- ✓ Industry Specific Skills
- ✓ IT Specific Knowledge
- ✓ Languages
- ✓ Qualifications

Step 02 - Research the company



Finally, don't create a generic resume and then send it out to every job.

No two companies are the same. Your resume should reflect this.

You should make sure that your resume reflects the type of company that you are applying for.

Include information about, what relevant experience you've had. Doing this will show that you understand the position, the company and their needs.

Include language which relates specifically to the job description; perhaps include some industry buzz words.

Remember, adapt the language to fit the position and the company for each application.

Step 03 - Present yourself as a problem-solver

Study the advertisement and try to understand the company's problem.

Next, try to figure out how you should position yourself to make it clear that you would be a good solution to their problem.



Step 04 - Highlight key information

You need to make sure that the key information is as noticeable as possible.

What specific skills, experiences and capabilities do you think are going to be most appealing to people reading your resume?

Take this information and draw attention to it. This could be by:

- separating it out from blocks of text so that it stands out
- putting it in **bold**
- putting it in the top section

Whatever you do, make sure that the reader won't miss it!

Step 05 - Formatting and structuring your resume

Fonts and Colours

Mary Moore | Corporate Receptionist
Location: London
Telephone: 07777777777
Email: email@email.com

Professional Profile

Professional and diligent SIA authorised, multi-lingual corporate receptionist, with a track record of delivering excellent customer experience and commanding front of house operations for highly regulated environments and high profile corporate organisations.

With several years of receptionist experience gained working for a number of leading global companies, I have amassed a wealth of experience across customer service, business operations, functions and events management. My dedication to service has seen me win numerous industry awards for consistent delivery of exceptional customer service, and I am proven in my ability to maintain the security, operational efficiency and cleanliness of high volume, security critical front of house functions.

Core Skills

• Business Administration	• Customer Experience	• Inventory Management
• Reception	• Security	• Evacuation Procedures
• Visitor Logs	• Meeting Room Booking	• Microsoft Office Suite
• Call Handling	• Payment Processing	• Stakeholder Management

Career Summary

Jan 2015 – Present	Company X Security Receptionist/Front of House
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Outline
Acting as the first point of contact for all high-profile visitors running the entire front of house operation for the Company X. Maintaining upmost levels of professionalism and adherence to strict procedures relating to high levels of security and safety.



Mary Moore | Corporate Receptionist
Location: London
Telephone: 07777777777
Email: email@email.com

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Step 05 - Structuring and formatting your resume

Length



Headings



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Core Skills

- | | | |
|---------------------------|------------------------|--------------------------|
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Career Summary

Jan 2015 – Present

Company X
Security Receptionist/Front of House

Outline

Acting as the first point of contact for all high-profile visitors running the entire front of house operation for the Company X. Maintaining upmost levels of professionalism and adherence to strict procedures relating to high levels of security and safety.

What to include in your resume ?

- A headshot
- Name, professional title and contact details
- Personal profile
 - ✓ Who are you?
 - ✓ What can you offer the company?
 - ✓ What are your career goals?
- Project details/ experience or employment history
- Education and qualifications
- Additional sections
- Key skills
- Hobbies and interests
- References

Before emailing your resume.....

Proofreading and consistency

Your formatting must be consistent throughout your CV to keep it looking slick.

Don't spoil your polished look by including typos and inaccuracies; proofread like a pro to capture every mistake or invest in intelligent spellcheckers.

Saving the file

It's likely you'll send your CV via email.

Save your CV as a pdf file to ensure recruiters can open it on any device. A pdf will also maintain formatting, so you can be sure that employers will see your CV as you intended.



Follow these steps so that

**Make Your RESUME as the LAST one employers need to read,
and you're the FIRST person they want to call!**



Good Luck and Thank You!





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