How to write a resume

Though times have changed in the new age of technology and the ways to get a job have become countless, writing a resume withstands the test of time. Being able to appropriately present your skills and experiences to employers is what will get you an interview There's one special component that most people forget about when writing a resume: knowing why you do what you do. So, today we'll elaborating on the following instructions:

1. Choose a method to write your resume.

2. Choose a format to use.

3. Write a professional summary about yourself.

4. List your skills, experience, work history, education, and volunteer work.

5. And finally, check your resume by proofreading.

6. Additional resume resources

I.   Choose a Method

Resume Builders

For those who are unable to write their own resumes or would like to have assistance, there are various online resume builders that will help you. The process with most of these builders is that it uses a template and assists you based on your information. For example, suggesting what kind of experiences to talk about.

Resume Services

Like resume builders, services will assist you in building a resume. Yet, most of the time it's for an amount of money. There are services where you can schedule a phone consultation and others where you can submit a current resume and they'll improve it for you.

Write Your Own

Sometimes starting from scratch is the best way to go about writing a resume. This way you have complete control over all aspects of your document; style, content, grammar, and just how you want to go about talking about yourself in general.

If you're just starting out it's good to give writing a resume from scratch a try before you delve into other endeavors. Using our instructions, by the end you should be able to write your own resume.

II.   Choose a Format

There are four basic types of resume formats used among adults today:

1. Chronological
2. Functional
3. Combination
4. Targeted.

What format you choose depends on how you want to present yourself to an employer. Most of the time employers don't look for resumes to be flashy and full of color. A basic and straightforward resume is what's best when it comes to making your resume.

1. Chronological

Chronological format is the most popular format, focused on listing work history in order and starting with the most recent job you've had.

2. Functional

For those who don't have much experience and want to take the light off of that can use a functional resume. This type of resume emphasizes skills and experiences instead of job titles.

3. Combination

Combination Resumes combine components of the last two resume styles into one. This format is used by those who have a lot of information to share about themselves.

4. Targeted

Targeted format is a resume for a specific job opening. It shines a light on skills and experiences that relate specifically to the job you're applying for. For employers that have to go through a lot of resumes, it's beneficial to be straight forward like this.

III.   Write the sections of your resume

Professional Summary or Objective

A professional summary is a small summary of your qualifications or explain why you are a good fit for the job. An objective summary is a small summary that states your goals, such as what job you would like to work in.

Skills

Skills are required to put on a resume. Why? Because it helps strengthen your candidacy. It shows employers you have the abilities that are required to be successful in the job you're applying for. When Listing Skills make sure they are detailed. Such as

- Communication skills
- Problem solving
- Critical thinking
- Different languages
- Customer service
- Teamwork skills

Work Experience

When putting your work experience down on a resume. You want to make sure you include; Job Title, company name,the location of the workplace and dates that you started/ended. Once you've stated that. Then you want to include a brief description of the responsibilities you did on that job. It's always good to list work experiences on a resume. It can determine how far along you are in the hiring process.

Work History

Work history falls under Work experience. When stating your work history make sure you include the job titles, company names, and the dates of employment. List all important accomplishments and responsibilities that were performed. Employers review work history to

make sure he or she is a good match the requirements, they also look at how long an individual has worked there. Be sure to use quantitative descriptions of your accomplishments.

Education

Education is listed in reverse chronological order. For example, you will need to list a graduate degree first and then the undergraduate degree.
- The name of the school
- Location of the school
- Degree that's obtained
- Field of study
- Graduation year
- GPA isn't necessary

Never leave any educational history off your resume certainly because it could be a KEY requirement for the position that you're applying for.

Volunteer Work

When listing volunteer work on your resume,it should be the same format as your work experience. In other words include the organization you volunteered for, the location, the time frame, followed by a brief description explaining the main contribution and what you accomplished while volunteering at that work place.

Hobbies

When listing hobbies on your resume. Make sure you put relevant hobbies and interests.3-6 hobbies/interest listed and with specific Information. When including hobbies/interest on your resume it shows a personal side of the candidate and is used for a topic conversation upon interview. But putting in hobbies can give your resume a personality and even give the employer an idea of you.

IIII. Check your Resume

It's important to make sure you're turning in your best work when it comes to resumes. That being said, there are many tools you can use to make sure you haven't made any mistakes.

Proofreader

Proofreading can be as simple as running a grammar check on your document or reading it outloud line by line. You could get a friend or family member to proofread your resume as well. If you want to take it up a notch you can find professional resume proofreaders online or in person that may charge money.

Resume Scanners

Resume scanners fall under the same category but usually give you a score on your resume after scanning it. In the new age, most employers use software that scans resumes in search for keywords. Putting your resume through a scanner can let you know ahead of time what could be made better and/or removed to make sure your resume gets attention.

Resources

How To

https://www.resumebuilder.org/how-to-write-a-resume

https://resume.io/how-to-write-a-resume

https://www.monster.com/career-advice/article/how-to-write-a-resume

Resume Builder Websites

https://www.resumenerd.com/

https://resume.io/

https://www.resume.com/

Resume Services

https://www.livecareer.com/resume/professional-writing

https://www.resumewriters.com/

https://www.jobscan.co/