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How to Write a Professional Resume- Some Tips by Julia Roger

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When it comes to writing a professional resume most of times, you do not know where to start. It is through the resume that the manager gets his or her first impression of the applicant. A majority of probable employers will devote little more than two minutes on your resume. Therefore, the resume should make it easy for recruiters to find in you the person or employee they have been looking for.

Start by writing a draft of your previous employments, academic achievements, and special skills. Additional information such as volunteer work could be included as well. The rough draft must include all duties and tasks performed by the applicant at their past jobs. It is important to present each position in conjugation with a short summary describing the main duties. This piece of information should be accompanied by concise descriptions of the applicantâ€™s accomplishment, if possible then in a bulleted format.

Edit the professional resume to suit the selection criteria or the position applied for. In doing so start with a professional profile that highlights your key skills or ones that might be related to the job.

Employers ideally look for a professional resume that is free of typographical errors, or does not bear a single grammatical mistake. The smallest of mistakes automatically bring down your chances of making it through. Again, applicants must be careful about using the same font size for every textual description across the resume. Add contact details to your resume in the form of postal address, e-mail i.d., or phone numbers.

Be sure to use a beige or white stationery to get the resume printed. Refrain from using flowery or personal stationery. Again, avoid pictorial or graphic descriptions. The qualifications too, should be clear to the person reading the resume instead of distracting him. People with a large career history can take the risk of creating a long resume. However, for others, it would be much advisable to keep the resume short and crisp.

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For more information on a Selection Criteria, check out the info available online; these will help you learn to find the a Professional resume!

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