

This Report Brought To You By:

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1. What is a resume and why is it so important?

A resume is a one to two-page document summarizing your career objectives, professional experiences and achievements, and educational background. The heading of the resume should contain your name, address and contact information.

The body of the resume should be broken into the following sections: career objective, profile/summary, professional experience, achievements, scholastics, and references. Your career objective should be brief, up to two sentences; it should give your potential employers an idea of how you wish to move forward in your professional life.

A concise profile or a summary should discuss who you are and how your skills and experience best apply to the job you are interested in. The summary, as well as other parts of your resume, should not contain personal information that discloses ethnicity, sexual orientation, marital status, age, living situations, or any other personal information that is not directly related to your career.

Personal profile/summary should only contain a few well-written sentences that convey what you can bring to the table in terms of the specific job. Use this section to attract the employer's attention, but don't go overboard in trying to be creative – stay professional. Your experience listing should include information on one to five jobs you've held, starting with your current or last job, and listing previous positions in chronological order.

The listing should include the date range of your employment, name of the companies or person(s) you have worked for, and the city and state where the place of employment is located (full address of employment is not necessary). List your title and your main responsibilities, with emphasis on duties that are applicable to the type of work you are seeking.

Your education should include college, graduate and post-graduate work, as well as any courses or professional certifications that are relevant to your career development. Achievements, volunteer positions, publications and interests should only be listed if they apply to your professional work experience. References should be listed if requested; best practices suggest not to list generic statements about references being available upon request as this is understood.

In the competitive, internet-driven world of job searches, your resume represents you to potential employers. It serves as your tool to attract attention, get the interview

and/or get a job. A great resume will make you stand out from other candidates by showcasing your aptitudes.

Think of your resume as your sales pitch – you need to sell yourself in the best possible way. Invest some time and research into developing your resume. You will want to make sure that your resume is error free – double check your grammar and spelling, make sure that all company and school names and cities are spelled properly.

A resume containing errors, no matter how minimal, will give your potential employer an impression that you do not have attention to detail, that you don't take time to double check your work, and that you are a poor communicator. Additionally, make sure that your resume is formatted well. Stick to basic fonts, like Arial and Times New Roman.

Keep the font size and color standard; don't use large fonts or multi-colors in your resume. Don't go overboard with bold, italicized, or large-cap text. Keep your format consistent and make sure that the resume looks great when viewed online as well as when printed out.

Keep your resume to one or two pages – any additional pages give an impression that you either don't know how to concisely summarize your education and experience, or that you are listing unnecessary information for the sake of taking up space.

If you've never written a resume before, reference books, Internet resources or seek assistance from a professional resume writing service. A well-written resume can make a difference between being stuck at your current job and getting an interview to land the job of your dreams.

2. How to write a professional summary for your resume

In today's competitive job market, employers rely on well-written resumes to screen potential candidates. In many instances, employers look through job search web sites, such as HotJobs.com or Monster.com, to find professionals with skills, education and experience that fit their needs.

These employment search web sites, along with many companies' own online applications, require candidates to upload their resume in order to express interest in a specific opportunity. Without an opportunity to send a personal email, or a cover letter, you have to make sure that your resume expresses your personality in addition to listing your professional and educational experiences and achievements.

To do so, you can include a professional profile or summary at the beginning of your resume that allows you to market yourself through a narrative. This section allows your potential employers to learn something unique about you and your career, as well as get a good feel of your communication skills.

To write an effective summary, you should first understand what information should not be communicated in your resume. While a summary provides an insight into what is unique and competitive about you, it is not a place for you to indicate any personal information that does not relate to your career. Information such as ethnicity, marital status, sexual orientation, religious beliefs and affiliations, etc. should be left out of your resume.

While descriptive of who you are, this information is not relevant to your potential employer in order to pre-screen your qualifications for their opportunity. Additionally, the summary should not contain your previous professional experience, unless you can clearly demonstrate how such background can be of value in your future career development.

Beware of generic statements, such as “I am well organized and detail oriented.” Employers want to hear your unique voice and get a sense of your communication skills while reading the summary portion of your resume. Using generalizations about your abilities will make the employers believe that you are either a poor communicator or are using such statements to fill up space on your resume.

Your summary should be in form of a short paragraph or bulleted statements, containing only several sentences. There isn't a sentence limit, but as a rule do not take up more than one quarter of the page. Your summary should begin by a headline that summarizes your professional title and/or your professional statement. Emphasize your title by featuring the headline in bold and larger font, as it allows your potential employer to grasp who you are quickly. For example:

Financial Planning Professional

Achieved Double-Digit Return for All Clients through Well-Balanced Financial Portfolios

It is important that this title is well crafted, as it is the first impression your potential employer will have of you.

There are three things a well-written summary should address:

- Your experiences and skills as they relate to your idea job
- What you can bring to the organization and the open position that no other candidate can

- Your professional goals.

Even though your resume summary is written by you, it should be composed in third person, in present tense. Think of it as a summary of what one of your best colleagues would say about your professional achievements. Reinforce your title, and sell only the experiences and skills that meet your career objective.

If you have multiple career objectives, such as you wish to get a position in either marketing or public relations, develop separate resume summaries for each of the objectives. A summary can also contain a brief bulleted section highlighting only a few vital competitive skills that you bring to the table. An example of an effective summary would be as follows:

“Successful financial planning professional with over 15 years of personal and retirement planning experience. Managed a small financial planning firm, achieving double-digit financial returns for all clients by developing personalized investment portfolios. Leader in development and professional growth of four other financial planners in the firm through effective and motivating mentoring strategies. ”

Key competencies include:

- o Personalized portfolio development
- o Financial forecasting
- o Retirement portfolio management
- o Development on-going professional growth strategies

Much like your overall resume, your summary should be well-written and error-free. Make sure to review your summary, and customize as necessary for the various opportunities of interest. An effective summary will help you “hook” your employer; it should sell you as a primary candidate for the job, leaving your employer with a great first impression of you.

RECOMMENDED PRODUCTS:

[Amazing Resumes](#)

This very popular software will help you create a professional looking resume in a blink of an eye.

[Resume And Cover Letter Secrets Revealed!](#)

Find out how to create professional resumes from a true expert.

3. Most effective way to state your responsibilities in job descriptions

If you have never written a resume, the blank page you are facing can be very intimidating. While you can describe your job responsibilities to your friends, listing them out in a resume and showcasing how your experience to date meets your career objectives is a very difficult task.

To get started, you must first consider what type of a job you are seeking. Much like your career objective or summery should reflect your professional goals, your current and past experiences must showcase that you are the best candidate for the job you are applying for.

In listing your current and past professional experiences, try to focus on those responsibilities that indicate you are qualified to take the next step in your career. Due to the fact that more and more companies as well as job search sites use scanning software to pick out candidates, it is very important that you use key words, including active verbs, to describe your skills. Instead of beginning your job descriptions with “Responsible for” try to use active verbs such as:

- managed
- developed
- created
- communicated
- interfaced
- achieved, etc.

These key words get straight to the point of describing your responsibilities, which is exactly what the employers are looking for. Chose these words carefully – don’t say that you “managed a project”, implying you were responsible for the whole task from start to finish if you were only responsibly for communicating the project to other associates. Instead state that you “Developed and executed the communication strategy for associates,” describing your role more accurately and emphasizing your strengths.

Typically, the first job listed on your resume is the one you currently hold. In this case, make sure that your responsibilities are stated in present tense, as you are still responsible for them. For example, say “Manage accounting activities” instead of “Managed accounting activities.”

This will indicate to your potential employer what your day-to-day activities are like and how they compliment responsibilities of the job you are submitting your resume for. All previous jobs should be listed using past tense, and should start with active verbs such as managed, developed, accomplished, etc.

Additionally, make sure that responsibilities you are listing are relevant for to your career objective. List only those responsibilities which help you put your best foot forward. For example, if you are looking for a job that requires managing a team of people, focus on your development and participation in group projects instead of focusing on solitary activities such as office organization.

In terms of formatting, make sure that your responsibilities are listed in bullet points. This formatting is preferred to paragraphs on a resume because it is easier to review quickly.

Employers simply scan the resumes and look for key words – if the resume looks overwhelming, with a lot of copy and poor formatting, they will likely discard it. Thus, it is very important that your resume is formatted with enough white space and doesn't contain any errors.

RECOMMENDED PRODUCTS:

[Professional Resumes & Cover Letter Buil](#)

Impressive step by step resume & cover letter builder that includes sample resumes, cover letters & templates.

[350 Professional Resumes & Cover Letters](#)

350 different professional resumes and cover letters written by certified resume writers. 175 different resume titles and 175 different cover letter titles.

4. How to format your resume

Having a well-formatted resume is almost as important as having a well written resume. Most employers receive a stack of resumes of qualified candidates and scan them quickly before they decide whether or not hey want to read further. In addition to key words, what stands out the most about your resume is its format. It is essentially the first thing people will notice, whether on paper or in electronic form.

There are a number of rules you should keep in mind when formatting your resume.

First, start with a blank page. Avoid using templates that are already available in Microsoft Word. These templates are outdated, and they will make your resume appear generic and uninviting.

Additionally, these templates, while well formatted in Microsoft Word, will not translate well when emailed or uploaded to job search engine web sites. You can find samples of resumes on the Internet; search for resumes by your industry to find the templates that make most sense for the job you are seeking. Then, work on a blank page to replicate the look and feel of the resume you like.

Ideally, your resume should fit on one page; if you have extensive experience, limit the length of the resume to two pages, but only list experiences and skills relevant to your career objective.

Even if you are applying for a job in a creative field, do not insert images or pictures into your resume. If you are looking to show off your creativity, you can do so in a separate portfolio of your work.

The page should have one inch margins, top and bottom, right and left. Use left justification only – as a rule, do not center the content of your resume. The font and font size should be consistent. Your name, and any headlines in your resume should be displayed in the same manner.

Typically, the headlines will be in all caps, and in bold. Try not to underline any of the information in your resume. In the world of Internet driven job applications, underlining in a document implies a web link. Thus, using underlining for emphasis is not appropriate. The font size for headlines should not exceed 14 points; the remainder of the text in the resume should not exceed 12 points.

When trying to align your resume, be ware of spacing and tabbing. Stay consistent in the way that you are spacing out the information on the page. Use tabs, rather than spaces. You always have to anticipate that the person you are sending your resume to may have a different version of the software than you and thus may not see the exactly the same resume you are sending – it is possible that the margins will reset, paragraphs will shift, bullet points will change shape, etc. This is why you must keep the spacing consistent, as well as try to keep the font and the bullet points as basic as possible.

As a last formatting check point, ask your friends or your family for help in reviewing your resume. Send the resume file via email to a few of your friends – ask them to review the resume and make sure nothing seems out of place.

Print out the resume on paper and review to make sure that margins are accurately set, and that the content doesn't appear crowded on the page. Keep in mind – when it comes to your resume, sleek simple appearance, and great writing, will get you the

job you are looking for.

RECOMMENDED PRODUCTS:

[The Best Resume And Cover Letter Step By Step Secrets Exposed](#)

This resume and cover letter guide creates amazing job offers in less than 30 days – Guaranteed!

[Worlds No.1 Resume Template For Download](#)

Very professional and modern, this is the world's No.1 resume and CV template available for download. Professional, corporate and modern, it was designed by a leading national recruitment specialist.

5. What to do when you don't have the experience for the job that you want

People think of their resume as a collective of their education, skills and professional experience. Many employers rely on resumes as form of job applications for the open positions within their organizations. Thus it is very important that you have a well-written resume prepared when searching for jobs.

Creating a resume is not an easy task, even if you are a professional with years of experience and many skills. However, composing a resume when you are looking to completely change careers, or when you are fresh out of school is much more difficult, because you do not have any experience to highlight.

If you are changing careers, and nothing from your past professional experience qualifies you for the new job you are seeking, highlight those qualifications that can be transitioned along the various industries. For example, if you've managed people, no matter the type of business, you should highlight this under your experience.

Rather than not highlighting your professional experience, even if it is not directly related to the job you are seeking, you should consider writing a professional profile, or summary at the start of your resume. The summary will allow you to address the career change by highlighting your skills and how they relate to your career objective. In addition, this is one situation where it is ok to reference any volunteer or community service work that you have done if it can help promote your qualifications for the job.

If you are fresh out of college, and don't have much to bring to the table in terms of

full time professional experience, don't get discouraged in creating your resume. Focus on highlighting your skills and your education. Avoid using a professional profile, or summary.

Rather, list your career objective and start the resume by listing your education. Make sure to mention any awards or honors you received while in school. Following your education, list all the skills that will qualify you for the job you are seeking.

Make sure to mention any courses, such as project management or business communication that you have taken and can apply at work. Instead of listing any experience, title the section "Pre-professional Experience" and divide it into categories applicable to your career objective.

For example, instead of say that you spent a summer working at the Gap, use a sub-heading of "Customer Relations" and list any responsibilities where you have provided customer service. Tap into any community service, volunteer, or school club positions you have held in order to highlight your abilities and showcase that you are the best candidate for the job.

Don't be afraid of not having the right experience, or not having any professional experience to include in a resume. Focus on what you can do rather than what you don't have the experience in doing and you will have a winning resume.

6. Top 5 common resume mistakes and how to avoid them

If you have ever tried to write a resume, for yourself or for someone you know, you are already familiar with the fact that this is not an easy task to take on. So much information goes into a resume; from your career objective to the list of your qualifications, your resume should be personal, convey confidence and set your best foot forward in order to impress a potential employer. However, creating a winning resume is not easy. The following are the most commonly made mistakes in resume composition:

- Including references to personal web sites.

You may wonder why referencing a personal web site may be a mistake. What if you have a sample of your graphic design work on your site that you want your potential employer to see?

It sounds like a great idea, if the site you are referencing only has work-related information available. Many people make a mistake of including their personal web sites that may contain information potential employers may find irrelevant (and now

you are wasting their time) or inappropriate.

As a rule, do not include your personal web site if it contains your photo or other photos that may be viewed as inappropriate, if it contains jokes (even if they are clean jokes), or your blog. In other words, if the site you have is entirely for personal purposes, you are best leaving it off your resume.

Include a link to your web site if the pages are set up to showcase your professional portfolio, a copy of your resume, reference letters, presentations, photos taken for professional use, or your web development skills.

- Using very small fonts in order to get everything to fit on one page.

One of the most common challenges is creating a resume that formats well on a single page. As a rule, a resume should not exceed two pages. However, in recent years, it has become commonplace for professionals to change jobs frequently, and listing all the experiences, in addition to your career objective, education, qualifications and references, can certainly take up a lot of space.

Do not use a small font in order to fit everything into your resume. There is not a single area in your resume that should have a font size of less than 10 points. Keep in mind the font type you are using – stick to the basics, Arial and Times New Roman are your best bet. Instead of changing the font size, review and revise your resume to make your statements more concise.

- Incorrect company/school listings.

The biggest mistake people make, without realizing that they are making it, is not referring to the past employers and/or the school(s) they've attended by their full names.

Do not use variations of company and school names. Don't use abbreviations unless they are in fact part of the name. If you have attended New York University, list the complete name, not just NYU (even though it's commonly known and your employer will likely recognize it). You don't want to appear sloppy or as if you don't pay attention to details.

- Lengthy paragraphs describing your experiences.

To list the responsibilities you've had in your past professional experience, you are best off using bullet points that begin with action verbs, such as managed, developed, etc.

You do not need to use full sentences, and you certainly do not need to use the paragraph format. This makes the information in your resume overwhelming and difficult to review quickly. Make your statements brief and clear; don't add words to fill in space.

- Typos.

The most important factor in achieving a winning resume is proof reading. You want to put your best foot forward. If your resume contains grammar and spelling problems, your potential employer will get an impression that you are not detail-oriented. It is hard to proof a document you have been working on so closely – use spell check (but be ware, it will not catch everything), ask your friends for help, meet with a career counselor. Do your best to present the most polished resume to your potential employers. This is a very important step everyone needs to take in order to get the best out of himself or herself. Writing a good resume is indeed a very important aspect of your professional success.