

Golden Rules for Writing a Resume That Will Get You Hired

In today's competitive job market, it's more important than ever to have a resume that stands out from the crowd. But what makes a great resume? What are the golden rules that every job seeker should follow?



Golden Rules For Writing A Resume: Effective Resume Writing Techniques To Give You An Advantage

by Katie Martell

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In this article, we'll reveal the secrets of writing a resume that will get you noticed by recruiters and land you the job you want. We'll cover everything from choosing the right format and font to highlighting your skills and experience.

1. Choose the Right Format and Font

The first step to writing a great resume is to choose the right format and font. Your resume should be easy to read and skim, so avoid using fancy fonts or cluttered designs.

The most common resume formats are the chronological, functional, and combination formats. The chronological format lists your work experience in reverse chronological order, while the functional format highlights your skills and experience without focusing on your job history.

The combination format is a hybrid of the chronological and functional formats. It lists your work experience in reverse chronological order, but also includes a skills section that highlights your most relevant skills and experience.

Once you've chosen a format, you need to choose a font. The best fonts for resumes are simple and easy to read. Some good choices include Arial, Calibri, Georgia, and Helvetica.

2. Highlight Your Skills and Experience

The most important part of your resume is the skills and experience section. This is where you'll list your most relevant skills and experience, and explain how they make you the best candidate for the job.

When listing your skills, focus on the skills that are most relevant to the job you're applying for. For example, if you're applying for a marketing job, you would want to highlight your skills in marketing strategy, content writing, and social media marketing.

When describing your experience, use strong action verbs and quantify your accomplishments whenever possible. For example, instead of saying "I managed a team of engineers," you could say "Managed a team of 10 engineers, resulting in a 20% increase in productivity."

3. Tailor Your Resume to Each Job You Apply For

One of the biggest mistakes job seekers make is sending out the same resume for every job they apply for. This is a surefire way to get your resume rejected. Instead, you need to tailor your resume to each job you apply for.

Start by reading the job description carefully and identifying the key skills and experience required for the job. Then, highlight these skills and experience in your resume, and use keywords from the job description in your resume.

Tailoring your resume to each job you apply for will show the employer that you're serious about the job and that you've taken the time to learn about the company. This will increase your chances of getting an interview.

4. Get Feedback on Your Resume

Once you've written a draft of your resume, it's a good idea to get feedback from someone else. This could be a friend, family member, career counselor, or resume writer.

Feedback can help you identify any areas that need improvement. For example, your reviewer might notice that you're not using strong action verbs, or that you're not highlighting your most relevant skills and experience.

Getting feedback on your resume is an invaluable way to improve your chances of getting hired. It's a small investment of time that could make a big difference in your job search.

Writing a great resume is essential for getting a job in today's competitive market. By following the golden rules of resume writing, you can create a resume that will get you noticed by recruiters and land you the job you want.

Remember, your resume is your chance to make a great first impression. Take the time to write a well-written and tailored resume, and you'll be on your way to landing your dream job.



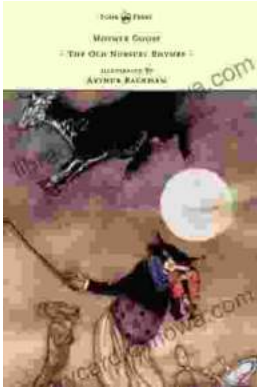
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