

WRITING A RESUME THAT GETS YOU HIRED (НАПИСАННЯ РЕЗЮМЕ, ЯКЕ ДОПОМОЖЕ ПРАЦЕВЛАШТУВАТИСЯ)

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У доповіді систематизовано сучасні підходи до написання резюме, де у стислій формі повинні бути висвітлені основні відомості про кандидата на окрему посаду.

Today's economy is tougher than ever. Hiring professionals are deluged with resumes for qualified applicants. So, how do you write a resume that not only tells the story of your career but also separates you from the crowd? When reviewing your resume, look for the following key elements:

1. Focus: Know the position you want. Then, carefully sift through your resume and eliminate all the detail that doesn't relate to that position. Hiring professionals want to know why you're the right person for the job.

2. Brevity: Less is more. Hiring professionals do not have the time to mine through pages and pages. As a general rule of thumb, if you have less than ten years of experience, your resume should not be more than one page. And no professional should have a resume that exceeds three pages.

3. Keywords: Before hitting a hiring professional's desk, your resume often goes through computer screening systems. Avoid having your resume being screened out by ensuring it is full of keywords. It only takes a small oversight to lose out on a potential opportunity.

4. Attention-Grabbing: Does your resume really captivate the reader? Does it convince the reader that you are the best candidate for this position? If it doesn't, it should.

Not sure your resume has all these elements? It may be worth your while to invest in a professional resume writing service. Not only will it get your more interviews, it will help you land the ideal job faster.

The resume is a tool with one specific purpose: to win an interview. If it does what the fantasy resume did, it works. If it doesn't, it isn't an effective resume. A resume is an advertisement, nothing more, nothing less. In today's competitive market, it doesn't make sense to risk a job opportunity with a resume that is just "ok". Make sure your resume helps get you hired!