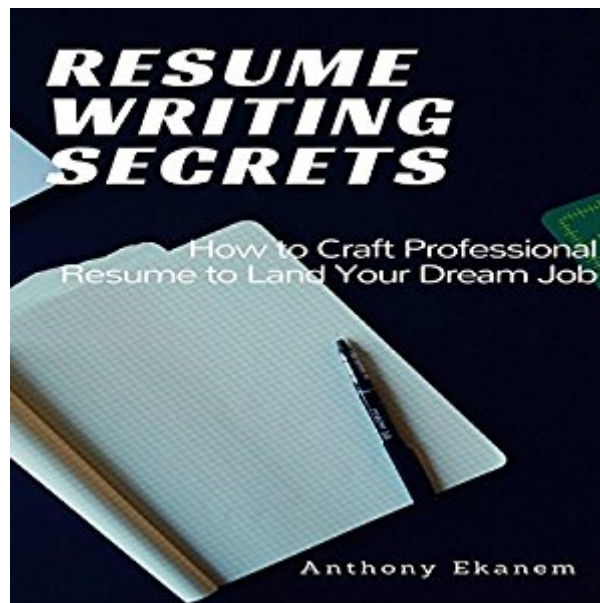




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Resume Writing Secrets: How To Craft A Professional Resume To Land Your Dream Job



Synopsis

Everyone in the business world knows that having a good, strong resume can mean the difference between getting a job and not getting a job. You will need to have a resume that is crafted professionally and that will reflect you, your job abilities, and your experience. Having a good-looking resume is so important when you are searching for a job that it should be your number one priority. There are all sorts of ways you can go about crafting a resume that works, but there is no magic formula for a resume that will work all the time. The choice really is up to you how you put together a resume, but there are certain nuances that you will need to be included in your resume that every employer looks for. It is not difficult to put together a resume that works, but it is important that you not overlook what makes your resume most effective. This one- or two-page document speaks about you, your abilities, your experience, your education, and your accomplishments. It is the first thing that a potential employer will see before he or she meets you, so you want it to really be compelling and make them want to pick up the phone and call you for an interview! There are all sorts of schools of thought regarding how a resume should look, what information it should contain, and how to put it together. However, most business people agree that when they look at a resume of a potential employee, they want the resume to be concise, to the point, and easy to read. Whichever school of thought you, as a job seeker, subscribe to, you will still want your resume to be what a potential employer wants to see. That is why you will want as much information about resumes as possible so you can have something that you can be proud to send out as an introduction to you and what you can do for a company. What we will do in this book is show you a few different ways to craft a resume.

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