

Title:

Resume Writing For A Highly Competitive Job Market

Word Count:

1052

Summary:

Most job hunters already know that a resume is a must when it comes to applying for jobs and g

And yet, in today's vigorous job market, at a time when layoffs are the norm and competition f

Keywords:

Article Body:

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A poorly constructed resume merely lists the applicant's job history, using bullets to state p

To avoid turning in a resume that blandly lists your qualities and work history, you must tran

It may not be easy to do this, but if you approach the process step-by-step, and use the basic

Starting From the Top

Arguably the most important part of the resume is the first three quarters of the page. Recruit

Of course, your name and contact information appear in this section as well, but you should al

Professional Summary

A professional summary is considered by many resume experts to be more effective than a stated

Use the summary as a short ad all about you. Include information in the first sentence or two

The final three or four sentences should identify your expertise and abilities that apply to t

Accomplishments

The accomplishments you decide to highlight in this section are important because past perform

Just be sure to select 3-6 accomplishments that relate directly to the position you seek and m

The best way to determine what accomplishments to list here is to think from the perspective o

The Body

This section of the resume profiles your professional experience. Here you make note of the co

But be wary of falling into the trap of simply listing off your work experience. Even in this

For instance, if your past role was that of ^manager,~ make it clear that this involved leadin

Education

The final section of the resume lists educational information, as well as anything else that m

Always list the last degree completed first, without mentioning dates. For those with a colleg

No one said job hunting was simple, so it's important to do as much as possible to get your fo

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