

Title:

Writing A Great Resume!

Word Count:

422

Summary:

If you are looking for a job, then it is very important that you understand how to offer yours

This is done by writing a 'CV' (curriculum vitae - Latin for 'life story'), called in some coun

Different countries may have different requirements and styles for CV resumes. So you must fol

What IS a resume?

A Resume is a self-promotional document that presents you in...

Keywords:

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Article Body:

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What Contents within the Resume?

It's not just about past jobs! It's about YOU, and how you performed and what you accomplished

What is the fastest way to improve a resume?

Remove everything that starts with responsibilities included and replace it with on-the-job ac

Most common resume mistake made by job hunters!

Leaving out their Job Objective! If you don't show a sense of direction, employers won't be in

What's the first step in writing a resume?

Decide on a job target (or job objective) that can be stated in about 5 or 6 words. Anything b

Chronological resume or a Functional one?

The Chronological format is widely preferred by employers, and works well if you're staying in

What if you don't have any experience in the kind of work you want to do?

Get some! Find a place that will let you do some volunteer work right away. You only need a br

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