

Résumé Tips

- Read the job requirement carefully; if it asks for a particular skill, then make sure you know that skill and that you include that skill in your résumé.
- If the job requirement states “**knowledge of Word, Excel**”, then write “**Word**”, and “**Excel**”, and not something like "expertise in MS Office." Many companies use word scanning software that scan résumés to match the same words that are in the job requirement.
- For each job, prepare a customized résumé that is unique from all the others that you are applying for.
- Your résumé should answer the employer’s question, “**Why should I hire you?**”
- Do not lie or falsify any information on your résumé, put only the truth.
- If you seek employment through an employment agency, give enough copies to the agent to be presented to several employers.
- The purpose of the résumé is not to get you a job. The real, and only purpose of the résumé is to get you job interviews.
- Think of your résumé as a customized marketing tool to get employers’ attention directed to you, and to call you for an interview.
- Remember, a résumé is a document that contains a summary of your education, accomplishments, skills and goals. It is used for the purpose of obtaining an interview when seeking employment.

To find out more, purchase “**Get a Job Fast**” ebook from website:

<http://www.getjobinaweek.com>