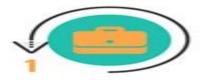


# Resume Writing Guidelines for 2021



#### Professional summary

Employers prefer applicants to start with a professional summary that contains their key skill sets, personal character traits, and most importantly, keywords that match those found in the job posting



#### LinkedIn profile link

Linking your LinkedIn profile to your application provides potential employers with a way to "get to know" candidates beyond the resume



#### **Hard and Soft Skills**

Don't just limit your application to your hard skills alone.



#### Personal branding statement

Below your job title, add a sentence that highlights your strongest assets.



#### Include measurable results

Describe key projects and contributions that benefitted the company, along with any significant accomplishments that would help your application stand out.

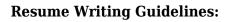


# Use modern font and format

Using modern font and format tells the reader that you are energized about your career.

# **Resume Writing Guidelines**

**Yi-Tong Ma** 



Unveiling the Magic of Words: A Report on "Resume Writing Guidelines"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Resume Writing Guidelines**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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