



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



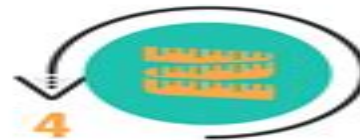
Personal branding statement

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



LinkedIn profile link

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



Include measurable results

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



Hard and Soft Skills

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



Use modern font and format

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

Resume Writing Guidelines

M Walker



Resume Writing Guidelines:

The Damn Good Resume Guide, Fifth Edition Yana Parker, Beth Brown, 2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today's job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown's ten easy steps and you'll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results

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How to Write a Stellar Executive Resume Brenda Bernstein, 2018-01-02. How to Write a Stellar Executive Resume is a step by step guide that empowers readers to create an effective and stand out from the crowd as a top candidate for an executive position. Brenda Bernstein, a Certified Executive Resume Master and author of the #1 Bestseller *How to Write a Killer LinkedIn Profile*, shares the tips and tricks she's learned from more than two decades of helping job seekers get connected with the right position. Readers will discover: The importance of knowing the target audience and how to best connect with them. Key social media tips for spreading the word about their skills and experiences. Why good ol' cover letters are important and how to use them effectively. Power verbs to use and words to avoid. Samples of successful resumes. For many executives conducting a job search, it may have been quite a while since they were last looking. It's easier than ever to apply for a job and as a result, there's a lot of competition for a limited number of openings. There's a lot to learn about the recruiting world we live in and the best ways to use the tools at our disposal. This book provides practical, proven, up-to-date best practices for creating an effective executive resume that gets results.

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