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In a perfect world, crafting Professional Resumes and cover letters would be easy, fast, and simple. Many of those who have attempted to draft their own resumes and cover letters will say that crafting these types of documents is anything but easy, fast, and simple. But there are options. One of those options is to work with a professional resume writer who understands the intricacies of this skill set and also knows the different levels of resumes.

Different levels of resumes? Yes. While all professional resumes will cover a basic set of information including addressing selection criteria, each level of resume will also address its own set of required information. Using the correct level of resume is one way to enhance the document's chances of success. Many resume writers consider the following three levels to work well: Entry Level, Professional Level, and Executive Level.

Entry Level Professional Resumes are a great option for those who have recently graduated high school; are applying for a graduate position; for those who have been in the workforce for less than three years either part time or full time; and for those who have recently completed a certificate, degree, or diploma program and have been working for three years or less.

The Professional Level is a great option for those who have been employed in the workforce for more than three years; those who would like to better showcase their skills and achievements in a particular field; for those who want to consolidate their skills and experience to better target a desired job; and for those who are changing industries or career paths.

The Executive Level Resume is a good option for those who are looking to transfer their skills into a management, leadership or supervisory role; for those who are currently working in management and would like to advance their career; and for those who have worked in Management roles such as Business Development Manager, Sales Manager, Project Manager or other roles above this level.

One of the keys to success with all of the above is finding a resume writer who offers his or her experience and skill in any of the above levels. It is important to work with a resume writer who understands all of the components of a successful resume and also understands the importance of cover letters.

The goal of Resume Writing is get the applicant into the interview. Your resume is basically a self-promotion tool and it must cover all of the required elements that human resource personnel are looking for and this includes addressing selection criteria. Your resume must be formatted correctly and it must be free of grammar and spelling errors.

If you would like to learn more about professional resumes and cover letters, visit the site. Much more information is available on all the above listed resumes levels, along with current price lists. You cannot afford to submit a weak or improper resume. Work with a professional resume writer who is skilled and experienced and get that interview.

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