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Why to Focus on Resume Writing by Julia Roger

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Resumes are an indispensable part of the selection process nowadays. Better the resume, higher the chances of getting selected in a good company. Unless your resume looks professional, no company will give you importance. If you are casual in this regard then it may prove costly for your career. Even though you may be possessing the necessary skills required for a software, engineering or management professional but if your resume looks substandard then nobody can save you. To avoid career misadventures, it is of utmost importance that you learn the proper Resume writing skills.

A resume having an eye-catching format and having to-the-point information as per your academic and professional background, attracts the recruiterâ€™s attention in general. The recruiters prefer talking to those candidates whose Resumes stand out from the rest. For this reason, you should first of all focus on resume writing before applying for a job. You should consult a professional having solid experience in this matter. That way, you are sure to prepare a professional resume having the right contents. Consequently, you will at least get a chance to have a face to face talk with the company representative.

Now how to write a resume in a professional manner? That is the crux of the matter. Well, some simple organizing is all that you need to do. The format should be like this. On the head of the resume, the heading should be â€œRESUMEâ€•. Then begin with your personal details like name, date of birth, address, contact information etc. Then put your academic qualifications in a strategic manner along with the overall percentage and year of passing. If you belong to a technical background, you need to put your technical skill set, and management skill set if your background is management related. Also, highlighting your hobbies and extracurricular activities, awards etc increases the market value of your resume. In a nutshell, this is how you should write a resume. For further details, consult your seniors or a trusted professional.

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