Article Side

Manager Resume Example by Stela Rodrick

Article published on January 23rd 2012 | Career

The manager is the organizational person who is accountable for carrying out a number of tasks linked with administration and organization functions. He needs to be capable of handling multi-task operations and correspondence duties in relation to the efficient handling of various activities of the organization. Thus, as a part of his daily routine he has to integrate the different tasks and ensures successful implementation of the given jobs.

Hence while writing a manager resume you have to highlight positive aspects of your profile and thereby catch the attention of the employer to make you seem most suitable for the manager position. The content of the resume and its presentation play a vital role in getting selected for the interview. Most of the times, manager resume contains the following headings and your contact details at the top. Your personal details should include your mobile number, e-mail ID, and the correspondence address where the employer can contact you in case he needs to.

Career objective:

Mention your career objective in 2-3 lines in relation to the offer and previous experience in the area.

Profile or summary:

Specify your expertise in dealing with managerial work and academics profile in short.

Skills:

Highlight the key skills required to accomplish the duties such as management and integration skills

Education:

Display your credentials and educational qualifications with the required details about school and university

Technical skills or programs accomplished:

Mention your familiarity with technology or different courses accomplished to refine your soft skills necessary for the job

Professional experience:

Relate your previous professional experience with the duties to be carried out as a part of offered position and improve your prospects with it

Interests or hobbies:

Enlist the interest which would be in relevance to the job responsibilities such as directing and problem solving aptitude, computer savvy etc.

Strengths:

Stress your positive qualities or strong points which will create an additional favor for you and will

help to catch the employerâ€™s attention. You can also personalize it by adding headings such as certification, honors and activities, seminars attended, training programs attended which would be considered relevant for the manager position.

Thus, while writing resume for the position of a manager you need to pay considerable attention to each and every point to be included in your resume and scientifically plan its contents. Your resume should be able to create a positive favor in your consideration. Thus, a carefully drafted resume will surely center round your key management and organizational skills considered crucial for the position and help you get a competitive edge.

Article Source:
http://www.articleside.com/career-articles/manager-resume-example.htm - Article Side

Stela Rodrick - About Author:
A professional writer here to share the stuff on career, resume building though number of a sample of cover letter and a resume examples.

Article Keywords:
manager resume, sample manager resume, example resume, resume for manager, managerial resume

You can find more free articles on Article Side. Sign up today and share your knowledge to the community! It is completely FREE!