A Good Resume to Climb the Corporate Ladder and Career

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Nowadays, if you are an Hr manager or executive, you must have surfed through many resume, and you must have noticed that many of the resumes have the same information and presentation. As we all know every resume should be innovative and different like cable TV offers such as Dish TV Offers.

Seriously, itâ€™s important to start building a good resume as early as you possible. When you start looking for work after graduation, if you only have school on your resume, youâ€™ll be way behind a lot of the competition. Try to see your resume as just a portfolio of your worthy accomplishments and donâ€™t limit yourself to just the facts about what jobs you've held. Even if you are looking for a change in job, make sure to add the extra work that was done by you. You can also write about the projects that you were part of and how successful was it.

Frankly, we need to know that thereâ€™s a difference between a resume and a good resume. A resume is one which has a common presentation. It will not have a basic theme, but will explain a lot about our work that we have done or what we know. While a good resume has to have a theme. It has to say 'Hereâ€™s what I can do for you'. The opening should highlight your experience, skills and selected achievements. And this theme should be continued throughout the resume by showing how your core skills produced great things in all of your jobs.

If you've ever walked out on a job, or got fired, it might be a good idea not to list that one on your resume. I know itâ€™s an ethical question and some people will disagree, but Iâ€™m not sure that a single bad experience with an employer, especially when youâ€™re young, should affect your chances for success later. Not only that, chose the resume style that works best for your accomplishments. There are a lot of different resume styles, and some are more conducive to highlighting achievements; others are more conducive to highlighting steady and continuous employment. Browse through different styles to find one that fits your background.

Okay to write a good and eye-catching resume, here are some basic tips

Main Objective - It is good to make sure that the objective of the resume is specific and concise. Your objective should mention the type of position you are pursuing. Many of us join a company to develop our career, to get good pay, etc. So listing the objective of what you would do to make the job more efficient and easy acts as an advantage for you.

Summary of your basic skills: The summary should give a prospective employer a snapshot of your experience. You should list only those computer skills in which you are knowledgeable. Remember many employers will evaluate your skills prior to placement. Once if the evaluator finds any discrepancy in your resume, it could add as a black mark for you in case you attend any interview in that company or any other prestigious companies.

Educational Qualifications: Always include your school's name, city and state and type of degree you obtained. If you are currently in school, state the type of degree you are pursuing and your anticipated date of graduation.

Work experience: Make sure you list your current or most recent employer first. Under each listing, mention the employer's name, location of employer and dates of employment. In addition, provide a brief overview preferably in bullet format of your key responsibilities and accomplishments. If applicable, this section should only include employers from the past ten years. If you are a student,

list any internships or volunteer opportunities that are applicable. Remember your resume length should not generally exceed two pages and if you can keep it to one page that is even better.

Proofread: Before you click the print button on your printer or the send button on your mail, proofread your resume. It is also advisable to have one or two individuals to review your resume before you apply. Remember to look for both grammar and spelling errors.

You need to remember that a good resume is like a bridge that helps you cross the rough sea to reach the destined location. Just like how the bridge has to be strong, your resume should be efficient and catching for the evaluator.

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