



10 TIPS TO A SUCCESS RESUME

In today's environment where job hunting has become tougher there are many reasons why job seekers are increasingly turning to professional resume writing services to give them a greater opportunity to find success.

Rather than trying to be their own experts, people are now inclined to reach out to real experts to ensure the job is done right the first time, that is where Resume Focus comes in.

- The average time spent by recruiters looking at a resume: 5 to 7 seconds.
- 76% of resumes are discarded for an unprofessional email address.
- Only 35% of applicants are qualified for the jobs they apply to.

Most resumes are boring lists of skills and experience, or they try to stand out by doing something unique, that ultimately gets them rejected. What's important to understand about resumes is that they're a marketing tool.

Many people have what it takes to do the job, but they don't have a resume that adequately shows off their skills and experience.

1. Cheap doesn't mean "Value for Money"

An acceptable professional resume never costs – it pays!

A resume must be approached based on value and worth, not its cost.

2. Personal

A resume conveys a clear picture of the applicant to the potential employer.

3. Targeted

A resume must be targeted at its recipients: employment agencies and potential employers.

4. Universal

All occupations require a resume regardless of the profession – from manual workers through to senior executives.

5. Professional

A resume must not be approached on the basis that "it has to be done", but on the basis, that you want it done, to present yourself and your abilities in the best possible method.

6. Comprehensive

A resume is not a few pages giving the vital statistics of your employment history. It is a comprehensive and professional document, requiring careful consideration and due attention.

7. Clear

A resume must look professional, be informative and authoritative about who you are and why you are the best candidate for the position and it must be concise and clear in its layout.

8. One Size Does Not Fit All

There are many companies online that can help you compose and print your resume using pre-set templates. Resume formatting, presentation and layout have changed immensely over the years, it is important that your resume shines above the competition. By using an online template that can be found on a Google search you risk using an existing template that is outdated and will actually be detrimental when applying for jobs

9. Images and graphics

Don't include images or photos on the resume. Not only are images disliked by recruiters and HR professionals, they can also create problems with recruitment software.

10. PDF versions of your resume

Some recruitment software can't read pdfs. Unless a job ad specifically says to provide the resume as a .pdf, you should always only submit your resume in word format (.doc or .docx).

If you are serious about finding employment worthy of your abilities. Resume preparation and client counselling is a profession and if not prepared and used as directed, will not result in the success required.