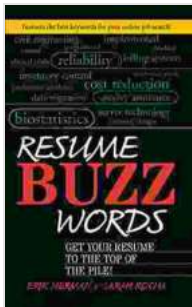


Get Your Resume to the Top of the Pile: The Ultimate Guide to Writing a Standout Resume

In today's competitive job market, it's more important than ever to have a resume that stands out from the crowd. With so many qualified candidates applying for each job, you need to find a way to make your resume shine.



Resume Buzz Words: Get Your Resume to the Top of the Pile! by Samantha Clarke

★★★★☆ 4.1 out of 5

Language : English
File size : 788 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 306 pages



This guide will teach you everything you need to know to write a resume that will get you noticed by potential employers. We'll cover everything from choosing the right format to writing strong bullet points to tailoring your resume to each job you apply for.

Choosing the Right Format

The first step in writing a great resume is choosing the right format. There are two main resume formats: chronological and functional.

Chronological resumes list your work experience in reverse chronological order, starting with your most recent job. This is the most common resume format and is generally preferred by employers.

Functional resumes focus on your skills and abilities, rather than your work history. This format can be helpful if you have gaps in your work history or if you're changing careers.

The best resume format for you will depend on your individual circumstances. If you have a strong work history, a chronological resume is a good choice. If you have gaps in your work history or if you're changing careers, a functional resume may be a better option.

Writing Strong Bullet Points

The bullet points on your resume are your chance to showcase your skills and accomplishments. Each bullet point should be clear, concise, and quantifiable. Here are some tips for writing strong bullet points:

- **Start with a strong action verb.** This will help your bullet points stand out and make them more memorable.
- **Use specific numbers and data.** This will help to quantify your accomplishments and make them more impressive.
- **Highlight your results.** What did you achieve in each role? Be specific and quantify your results whenever possible.
- **Keep it brief.** Each bullet point should be no more than two lines long.

Tailoring Your Resume to Each Job

Once you've written a strong resume, it's important to tailor it to each job you apply for. This means highlighting the skills and experience that are most relevant to the job you're applying for.

To tailor your resume to a specific job, start by reading the job description carefully. Identify the key skills and experience that the employer is looking for. Then, revise your resume to highlight those skills and experience.

Here are some additional tips for tailoring your resume to each job:

- **Use keywords from the job description.** This will help your resume get noticed by applicant tracking systems (ATS).
- **Highlight your transferable skills.** If you don't have all of the specific skills that the employer is looking for, focus on highlighting your transferable skills.
- **Quantify your experience.** Use numbers and data to show the impact of your work.
- **Proofread your resume carefully.** Make sure there are no errors in grammar or spelling.

Additional Tips for Writing a Successful Resume

- **Use a professional font and layout.**
- **Keep your resume to one page.**
- **Get feedback from a friend, family member, or career counselor.**
- **Proofread your resume carefully before submitting it.**

By following these tips, you can write a resume that will stand out from the competition and get you noticed by potential employers.

Bonus: Download our free resume template to get started on writing your own standout resume.



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