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Free resume cv web templates

If you are looking for a new job, an excellent RESUME is crucial to landing an interview with a hiring manager. But what exactly should your CV look like? You can stop searching google for best resume advice Clark.com have everything you need to know! Clark's Guide to a Perfect Resume We reached out to Laurie Berenson, professional resume writer and founder of Sterling Career Concepts, to give us samples before and after resuming. Following the same techniques that Berenson uses with his clients can help your RESUME end up in the yes pile. Let's get started on taking a look at the pre-resume for John B. Doe. Many hiring managers spend less than 10 seconds over a single resume, so you need to be able to catch their attention — but this resume doesn't. You can have all the experience in the world, but a resume that is not readable and frothy will get you nowhere. Before Resuming Berenson gave our sample resume a complete makeover. The end result is a modern, professional resume that makes a good first impression in the top half of the first page. After Resume Does your RESUME look more like the before-picture than after? Berenson's secrets to resuming success will help you craft a RESUME that gets you an interview. Here are her top tips: Don't trust Microsoft Word templates. Create a custom resume with a professional border, incorporate a small amount of color, and don't be afraid of bold or italics. Avoid going too small on the font and use white space strategically. 2. Losing Case Statement Objective Statements focus on what you're looking for, but companies honestly don't care about it. Replace the objective statement with a brief summary that lays out the value you offer an employer. 3. Areas of expertise Areas section is a list of keywords that highlight your specific skills and knowledge. Your core competencies should be customized to match the skills mentioned in a job description. Put the most important keywords in the first column on the left and top of each column that reads over. Make the work experience section shine by leading with the most valuable thing you bring to the table. For easy reading, avoid long paragraphs and collision sentences. A good rule of thumb is to group your responsibilities into short paragraphs to introduce your role and add bulleted lists to list your achievements. 5. Knowing when to go Bold Using Bold can help your performance pop off page and/or distinguish between job items. Consider kicking off your performance points with added value results or utility in bold. Notice how these examples from our sample resume all use strong and compelling verb action: Grew direct-to-consumer e-commerce 90% and exceeded revenue forecast 28% by focusing on measurable acquisition strategies such as pay-per-click (PPC) and retargeting. Contributed to a 20% year/year increase in inside sales by launching a sales support website that allowed sales teams to create on-demand catalogs tailored to the preferences of international markets. Increased 2012 revenue 15% year /year and increased conversion rates by performing targeted email marketing campaigns. 6. Use Bullet Points Wisely A common resume mistake is to use too many points! If your work experience section is simply a list of items, they lose efficiency because the reader's eyes glaze right over them. Reserve bulleted lists for items that you really want to select. A one-sided resume is generally sufficient for a young professional, but a two-pager is preferred for more experienced job seekers. If your resume goes to a second page, include a header with your name, phone number, and email address in case the pages become separated. You can also include your LinkedIn profile address in your head if your profile is updated. 8. Right Font, Right Size Avoid overused fonts like Times New Roman and Arial, and instead try Calibri or Cambria. In terms of font size, 10.5 or 11-point is usually the way to go. 9. What to leave of your RESUME Did you notice that our revised sample resume omits the John B. Doe street address? Many applicants are just listing their city, state and zip codes because of concerns about identity theft — and that's okay. Something else to exclude is the Professional References Available Upon Request line at the bottom. It's obvious! Once you've been working for more than five years, it's also not necessary to list every position from early in your career — or even your graduation date — if it's not relevant. By the way, the latest grads are recommended to only include their GPA if it is 3.5 or higher. Final Thought If you haven't looked at your resume in more than a year, Berenson told Clark.com it's a good idea to dust it off and update it so you're ready when the perfect job opportunity comes. When you're done with it, have a family member or friend look over to check the grammar, tense and spelling. Overwhelmed by all this? A job seeker may want to consider working with a resume expert if they struggle to write about themselves or if they are not being called for interviews. To help you with the writing process, click here for a printable version of Berenson's trial resume and advice. Writing a resume in English can be very different than in your own language. The first and most important step is to take the time to prepare your materials thoroughly. Taking notes about your career, training and other achievements and skills will ensure that you can shape your RESUME into a variety of professional opportunities. This is a moderately difficult task that can take about two hours. PaperTypewriter or computerDictionaryThesaurusPast employer addresses First, take notes on your work experience — both paid and unpaid, full-time and part-time. Write down job title and company information. Include everything! Make a note of your Include exams or certificates, major or weight, school names, and courses relevant to career goals. Make a note of other achievements. Include membership in organizations, military service, and all other special accomplishments. From your notes, you choose which skills are transferable (skills similar) to the job you are looking for — these are the most important points for your CV. Start resuming by typing your full name, address, phone number, fax, and email at the top of your resume. Write a goal. The goal is a short sentence that describes the type of work you hope to get. Start work experience with your last job. Include your business specifics and responsibilities — focus on the skills you've identified as transferable. Continue to list all your work experience jobs through jobs forward in time. Remember to focus on skills that are transferable. Summarize your education, including key facts (degree type, specific courses studied) that are applicable to the job you are applying for. Include other relevant information such as languages spoken, computer programming skills, etc. under the heading Additional skills. Be ready to talk about your skills in the interview. End with the phrase: References: Available on demand. Your entire RESUME should preferably not be longer than one page. If you have had a number of years of experience specific to the job you are applying for, two pages are also acceptable. Distance: Separate each category (i.e. Work experience, goals, education, etc.) with an empty line to improve readability. Be sure to read your resume carefully to check grammar, spelling, etc. Prepare thoroughly with your CV for the job interview. It is best to get as much job interviews practice as possible. Use dynamic action verbs that have been accomplished, collaborated, encouraged, established, facilitated, founded, managed, etc. Do not use the topic 'I', use tenses in the past, in addition to your current job. Example: Carried out routine inspections of equipment on site. Place your work experience before your education. In English-speaking countries, especially in the United States, work experience is the most important factor in employment. Ask permission to use someone as a reference before interviewing for a position. It's also a good idea to let your references know that you will be interviewing if you haven't interviewed for a while. This way, references will be in the loop if a potential employer calls or sends an email for additional information. Do not include the contact information for your references on your resume. The phrase available on request is sufficient. Use a thesaurus to help you improve work-related vocabulary and eliminate unnecessary repetition. Here's an example resume following the simple outline above. Notice how work experience uses abbreviated sentences in the past without substance. This is more common than repeating me, Peter Peter NW 72nd AvenuePortland, Oregon 97026503-687-9812pjenkins@happymail.comLenses Become an executive producer in an established recording studio. Work Experience2004 - 2008 Singers in a band that toured North America.Responsibilities include arranging music and recording live performances. After two years, the entire group and bookings.2008 - 2010 Producer at Sound Mixers Aligned studios in San Diego, California.Collaborated with a wide range of musicians to produce demo recordings for large recording labels. Developed sound profiles recording setups for small to large ensembles. Accomplished on a wide range of audio software packages.2010 - GiftDirector of Artist Relations at Spooky People Studios.Responsible for establishing a solid working relationship with our artists while meeting the needs of Spooky People Studios. Education2000 - 2004 Bachelor of Science University of Memphis, Memphis, Tennessee Additional SkillsFluent in Spanish and FrenchExpert in Office Suite and Google DocumentsReferencesAvailable on request Make sure to always include a cover letter when applying for a job. These days, a cover letter is usually an email that you attach to your resume. Answer true or false questions about the preparation of your CV in English. Enter the contact information references on your resume. Place the training before your work experience. List your work experience in reverse chronological order (i.e. start with your current job and go back in time). Focus on transferable skills to improve your chances of getting an interview. Longer resumes make a better impression. False - Include only the phrase References that are available on demand. False - In English-speaking countries, especially the United States, it is more important to place your work experience first. True - Start with your current job and list in retrograde order. True – Transferable skills focus on skills that will apply directly to the position you are applying for. False - Try to keep your RESUME to just one page if possible. Possible.