

Resume and cover letter construction

Education



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Resume and Cover Letter Construction

Resume

Resume is a very important document to every employee. A good resume help find a good job. It is possible to create different types of resumes.

Would you like to get an excellent job?! Yes, sure! But, many steps must be made...Some of them are very clear; key words are occupying your head, but not a head of your employer! Which of them will be the most successful and the most appealing for the employers? To write a resume is to put up your thoughts and outline a clear structure of a message, which is focused on your potential employer. How to reach this goal and to write an excellent resume, actually? This is a good question and it is very difficult to give a proper answer to it. The first and foremost concern is to pick an appealing style, which will be appropriate and relevant to the market of employment. It is relevant to use action verbs (removed, supervised, supported, expanded etc) and some self-descriptive words, such as ambitious, broad-minded, consistent etc are appealing for the employer.

Chronological Resumes

The main disadvantage of this type of resume is a lacking of a candidate's experience. If a person does not have experience related directly to his/her knowledge, is another efficient drawback.

A great advantage of a chronological resumes is ability of an employer to trace the exact dates of a candidate's places of employment. Another advantage is to see a logical development of one's career development.

Chronological resume is one of the most suitable.

Functional Resumes

It is very often difficult for employers to look through different skills of an

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employee. When a candidate changes his career field very often, then his resume can be a functional one. His main skills and abilities are listed and an employer can choose between available skills and potential of an employee. Combination Resumes are also known as " custom or hybrid resumes". These types of resumes are advantageous, because they enable an employee to illustrate his experience with exact dates and to make an employer aware of exact dates/ a process of a career's development. It is difficult to focus both on dates and facts or to shift one's attention from dates to events.

Plain Text Resumes

This is a resume without any proper formatting. It should be mentioned that this type of resumes is often challenging, but it is possible for an employer to scan pros and cons of the resume. Moreover, an employer can be not satisfied with a proper interpretation of certain points of resumes.

With respect to the fact that every employer looks at resumes not more than 30 seconds, it is very important to include key words and focus one's resume on a particular company (Professional Resumes the Easy Way). Therefore, match your skills with appropriate key words in your resumes and you will reach heart of hearts of a potential employer. Resume should not be too long, but it is also important for it to be informative. One page is the best volume.

References

How can we empower your career/job search? Available from:

http://www.quintcareers.com/tips/resume_tips_2.html

Key Words for Resume and Cover Letter Construction. Available from:

<http://www2.ferrum.edu/career/guide/keywords.htm>

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