

# Writinh a well- documented resume

[Linguistics](#), [English](#)



A resume is a well written document detailing ones goals achivement and aspirations. In order for oneto write a well documented resume one should follow certain systematic procedures so as to maintan professionalism and stick to standards. I began with the writing of my name so as to introduce myself, I should have added my age and what I currently do, this will ensure that the employer has a clear sight of what I do and how I perform this will enable it to get the first picture of it.

In the experience section I possess an A+ certification though this is not enough, I plan to further my studies in the security and also networking this will make me be abrest of my peers in the same field. I also plan to be more versed with microsoft certification this will enable me to be recognized in different city as long as they use microsoft. The results of possesing this qualification will make me more acquainted in this field and will make me be a proven asset towards the field of programming. It is also essential for one to describe his strengths and what he believes are challenges in the field in his line of duty this enables one to see how experienced one is. Currently I work with the military this will enable gain experience necesssary experience for the years I will work till I retire. When writing the resume avoid long words always report staight to the point the benefit of what you put on the table this will enable one to prove his point easier. You should also write what other skills you possess how you think they will be beneficial to the employer and also you. They should be a bit in line with your goals and aspirations, not far off the grid this will show or portray you as a person who understands what he wants in life and will be of great importance in helping one review what you really want. You can use the advantage of working in the military

as a disciplined fella who does not tolerate mediocre and who is focused in what he wants to achieve. One role should be clearly stated as this will help one in acknowledging how your roles are going to fit in the next aspiring position you are seeking. The roles that you play should be clearly distinguished from the roles that you are intending to play, and administer in your next task this should show your ambitiousness and your zeal as the best candidate for the task that you are intending to show. Furthermore, a resume should be able to say more about where you were born to where you schooled. Some of the accolades you have achieved in your journey and also what you are intending to pursue in a few years from now, this should be in a clear statement and can be in form of your mission or aim. It should be short and precise. The correction include the skills that I possess, the grammar and show how long one has worked in a specific area, this enables one to portray clearly how experienced one is, it also shows how he can be able to perform the tasks assigned to him. This serves as the right and fundamental policy when checking one's resume, the format should be clear and the font should be at twelve thus making the article visible.

### Conclusion

The reflection of an resume should be clearly written as it is an extension of one perceive and tells more about the client. Due to this it should be short, precise and easy to understand without using strong language that will make not possible for one to understand and it should also stand out and be unique. A resume mission should also state one vision and avoid vague sentences this is not important at all. Consideration of an essay should be

done in a truthful manner and any testimonials stated in the essay should be readily available by the writer.