



---

## Resume Writing Tips

Resumes are one of the most important marketing tools in a job search. Crafting a well written and professional resume is not so simple and requires a lot of thought and planning before actually writing it. Given below are three very important tips to be followed in order to kick start on your resume.

### 1. Understand what the main purpose of your resume is:

What do you suppose is the main reason you would sit down to write your resume? If you are thinking about landing a job with your resume then that's where you are wrong. Your resume is basically a document which exhibits your credentials and its main purpose lies in creating a high level of interest in the mind of the recruiter to call you for an interview. To be selected for the interview stage should be the first and foremost intention of the reader, and you need to do everything in your power to get there.

### 2. Attractive presentation:

Your resume must by all means be attractive. The **hiring manager** can devote not more than a few minutes to go through your resume and if it is not properly formatted and the design is unprofessional and untidy, and the information is not well organized, it has a fair chance to be rejected. These few minutes are crucial to the success or failure of your job search and you must make the most of it. Keep it neat and clean, avoid crowding too much of information, categorize information, have enough of space between sections and sub-sections, make good use of bullets, and have reasonably short sentences. Also, use a professional font (such as Times New Roman, Garamond, or Book Antiqua) and make sure that the size of the font is not too small or too big. In short, you need to have an attractive format and that which will make it easier for the reader to skim through in a brief period of time.

### 3. Include a profile section:

The first thing that you should include after the header is an effective '*Summary Of Qualifications*' or a '*Profile*' section. This section of the resume is tremendously important to the success or the failure of your resume and great care should be taken while writing it. Bring to the forefront the length of your work experience, your areas of expertise, your strengths, and your unique talents and skills. Do not have long drawn sentences and make sure the language is extremely powerful. If you have a Profile, write it in the form of a short



---

paragraph of not more than five to six lines. For a Summary Of Qualifications, have your sentences in bulleted points and have a maximum of six bullets. First impressions are lasting and will lead the recruiter to either discard your resume in the first glance or will catch his attention and direct him to read the remainder of the information presented on the resume. Keep it powerful.

Care and attention given to the writing of your resume will go a long way to bring success in your [job search](#). Keep visiting our website and we will be back with more resume writing tips every week. We would appreciate your feedback and any suggestions which you could provide on [feedback@preferredresumes.com](mailto:feedback@preferredresumes.com)