



Tips for an Attention-grabbing Executive Resume

Summary: *The competition these days to bag the perfect position is cut throat. If you've been struggling to score an interview once you send out your resume to a company, it's time you considered some effective professional resume writing tips that will help you sell your skills in the best possible manner.*

1 A Clear Profile

The executive resume you send out to organizations is your marketing tool, and the only one you have at hand, so you need to create an attention-grabbing resume that will attract the employer at the first glance. Most employers and recruiters check the profile session of a resume first. The first impression has a lot to say, and is usually the last impression as well, which is why you need to focus on creating an error free, crystal clear profile that talks about your skills and how you'll prove to be an asset for the organization. You need to focus on creating a resume that's personalized for the position; generic resumes seldom work and don't manage to impress employers at all. Focus on creating an executive resume that matches the job requirement precisely.

2 Portray Your Skills at the Top

It doesn't take long for an employer to glance through your resume. If you're going to have a resume that's full of fluff and doesn't highlight your skills, there's a strong chance you won't get called in for an interview. There are a number of resume tips that will help you focus on creating an effective resume that manages to grab the employers' attention. Your skills are what matter when it comes to a job, and you need to highlight your skills effectively. The worst thing you could do is to mention your skill sets on the second or third page of your resume. Employers look for skills, and when they are right at the top, they usually take the time out to go through your entire resume.

3 Enhance Your Responsibilities

One of the best ways to create an attention-grabbing resume is to focus on enhancing your responsibilities. Skills are one thing, but knowing how to put those skills to use is another, and this is what most employers look for when they glance through resumes. Talk about your past achievements and how powerful your impact was at the previous organization. A complete executive resume is one that includes all the positive details in your professional life. If you're a recent graduate, you could talk about your academic achievements, summer jobs or internships that you might have taken up. It's essential for you to focus on increasing your value through your



professional resume since this helps you in getting a better position.