



# How To Write A Resume: The Ultimate Guide That Unravels The Closely Guarded Secrets of Resume Writing (Volume 1)

*Raiden Steven*

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Let's face it. It's extremely important to know how to write a Resume because a strong Resume is the 1st step of succeeding in the recruitment process where you'll make it to the job interview. You have to be able to sell yourself well, so well that the Hiring Manager is able to see the extraordinary value that you're capable of delivering. Do you know how to write a Resume? If you do, you should know... - Before learning how to write a Resume, you must first know what to write in your Resume. Without quality content, the Resume will be severely 'malnourished' - Simply describing what you've done in detail is not enough - A powerful Resume is one that place sufficient emphasis on both the descriptive part of what has been done and what has been achieved! - Job Seekers that do not use numbers in their Resumes are severely short-changing themselves. - It's critical that you get someone else to proof-read your Resume for you after you're done to eradicate typos & other mistakes. You're about to discover a one-stop reference guide detailing a comprehensive approach and a step-by-step system on what needs to be done in order for you to effectively write a winning Resume. It is an excellent resource for all job seekers who wish to learn how to write a Resume. Here Is A Preview Of What You'll Learn... 1) The 6 Core Principles of Resume Writing – Every interview-winning Resume has certain distinct characteristics so make sure yours have them as well if you want your Resume to make it to the next round of the recruitment process. 2) Profile Your Strengths – This is where it all starts. You'll harness useful information from your memories systematically and these form into the content of your Resume. You have to know that “what to write” comes before learning “how to write”. Get the basics right first. 3) The Resume's Structure – The information from your Resume has to flow across to the reader in an orderly way in order to maximize the attention span the reader has on your Resume. Find out how this can be done with this standard 8-point structure. 4) Writing the section on Past Work Experience – This is the most difficult section of the entire Resume. Get this section right and you'd have raised the chances of securing job interviews significantly. Sadly, most folks get this part wrong. 5) The Power of Numbers – Numbers have the capability to tell a powerful story; increasing the firepower of a statement tremendously if used strategically. Most people however, don't use it and that greatly discounts the significance of the individual's contributions. 6) Writing the Cover Letter – There is this misconception that you can put in the cover letter whatever that you can't put in the Resume due to space constraints. Wrong! The Cover Letter and Resume should complement each other and not supplement. Learn how you can use the Cover Letter strategically to your advantage. 7) The Internet and You – In our digital age, the internet is a double-edged sword that can cut your chances of securing job interviews without you even knowing it. Find out how that is possible and what you can do about it And Much, Much More!

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