

How to Create a Resume

This is one of the most powerful tools to getting a job. Workability has a special way that we like to organize a resume to make your strongest asset's shine. We have used this type of resume and have found that many clients get interviews with this format.

Clearly State your Objective.

I strongly believe that you should include an objective and it should clear and to the point. If you are going to apply for an administrative assistant position then you should state that in your objective. There are many places that hire for more than one position so being direct and to the point lets the employer know exactly what you are applying for.

Qualifications.

This is a very important aspect of your resume because you can showcase your special attributes that might not be included in the rest of the resume. I try to match my qualifications to the qualifications that they are looking for, for the job. This will increase the chances of your resume being selected from among the many other resumes that have been submitted for an opening. Additionally, I try to add a couple of the things that would make you stand out. You should have anywhere from 4 to 6 qualifications.

Education

Put the title of your degree such as bachelors of arts then follow with the name of your degree. Then on the next line you want to add the name of the university you attended.

Experience/Work Experience/ Work History

I typically use experience as the title because then you are able to add your volunteer experience. There are two different ways to format chronological or functional. I would talk with you Job Developer if you do not know which one to use. I use chronological if I have a lot of volunteer and work experience. If you look at the examples on the other page it shows a couple of ways you can follow. Make sure the most recent job is at the top.

Put your resume to the test.

- Within 10 seconds or less, is the reader able to gain a clear idea of the kind of position you are going for? As well as matching your qualifications to theirs?
- Do you get a good response from your resume? Meaning do you get any interviews?
- Are you able to update your resume easily?