

How to Write a Proper Resume in 8 Simple Steps

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In today's economic times finding a good paying job is harder than ever before. That is why having a resume that will wow a potential employer over is more important than ever before. In this article I will reveal the eight steps to writing a resume that will get employers attention.

1. List all of your qualifications first and foremost. Detail all of your skills and qualifications in a clear and precise manner. Many people don't know this but most resumes are read by what is referred to as a "gatekeeper". This persons job is to eliminate all of the weak resumes. Make sure that when putting your skills you use keywords that will grab attention. Use words that are common for the type of job you are going for.
2. List your qualifications with experience you have with the job you are applying for first. If you are applying for a as a office manager then list any experience in that field first regardless of where it came in your work history.
3. Quantify your experience explain how much money your managing efforts saved the company.
4. Again use action words, this is where if the person looking over your resume will begin to make their mind up as to where your resume will wind up going. that is why it is crucial that you grab the persons attention.
5. Simply sell yourself to the employer. this is where you get to make a sales pitch as to why you should be hired over everyone else.
6. Keep the resume short yet being clear at the same time. You don't want to bore the employer to death yet you also don't want to leave them wondering as to what they just read.
7. Don't give any information that you don't have to again keep it short keep it clear. this is your resume not your life story.
8. Avoid simple spelling and grammar mistakes. Check, recheck and triple check for mistakes.

If you follow these simple tips you are not guaranteed a job but you increase your chances of getting that shot at it.

Get more help on how to [write a proper resume](#) and boost your chance of [getting that job](#).

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