



## Writing a Resume that Generates Results

*Abridged: SureFire Resume Writing, reprinted with permission from [www.JobSeekerWeekly.com](http://www.JobSeekerWeekly.com)*

Resume writing is something which just about everyone will need to do during some point in time. Whether you have success writing a resume or not, it is something that everyone will at least attempt.

With a little extra effort, you can create a resume that makes you stand out as a superior candidate for a job you are seeking. So, even if you face fierce competition, with a well written resume you should be invited to interview more often.

Unfortunately many don't realize that their present resume is probably much more inadequate than they realize. Here are a few basic principles of writing a highly effective resume.

**Make no mistake.** Make sure that you do not include any grammatical or spelling errors. These are one of the number one reasons that many resumes get thrown out as soon as they are looked at. In order to increase your chances of your resume being reviewed for more than a minute, you will want to make sure these errors do not exist.

**Get personal with your cover letters.** Keep in mind that you should always include a cover letter. This is one of the best ways for you to get as personal as you can with your resume. It's also one of the best ways for you to make your resume stand out from all of the other ones which an employer receive.

**Highlight your talents and skills.** Make sure that you focus on all of the special skills and strengths that you have to offer. Both special skills and strengths play a major role in your chances of getting hired by any potential employer.



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**Do not overdo your resume.** You do not need to include every single job that you have ever had on it. It's best to only include your most recent places of employment or the ones which are related to the career which you are applying for.

**Be as accurate as you possibly can.** Although you may think that lying or exaggerating will help get you the job position which you are interested in, the truth is that it will only do you the opposite by costing your job. It's important to make sure that even minor things, such as employment dates and contact information, are as accurate as possible.

If you follow all of these basic tips, you will be one step closer to writing the resume that will get you the most effective results. If you find that resume writing is not for you and would rather use your time networking, consider contacting a professional resume writing service to write it for you!

No matter what choice you make, the main key is understanding that your resume and how it's written is extremely important to your overall chances of getting an interview and landing a new job.