

## Secrets of a successful resume

**If you don't have a goal,  
then you have nothing to strive  
for. Kozma Prutkov**

*The main goal of a resume is to make the employer want to meet you, this is a necessary demonstration of your own successes and achievements!*



### **How to write a resume correctly**

A resume is the main document of a job seeker when looking for a job. But any person faces some difficulties in the process of writing this most important document in a career. We will try to tell you how to write a resume, what it should include, as well as the most common mistakes found in resumes.

A resume is a summary of information about you as a potential employee, which should be reflected in the best possible light. When writing a resume, you need to remember that it will become your business card and should distinguish you from the huge flow of applicants sending their resumes to the company, and encourage the employer to invite you for an interview. Keep in mind that the first time a resume is viewed for 1-2 minutes, during which it will either arouse interest and be considered in more detail, or put aside. Therefore, try, on the one hand, to approach writing a resume creatively, and on the other hand, to fulfill all formal requirements, namely:

- the resume should be an accurate, concise and representative description of your abilities and achievements;
- the resume should be written in a good literary style, without grammatical errors;
- if you are applying to a foreign company, write your resume in the language that is the main language for the given company, but it is worth attaching a resume in Russian;

- the resume should be well designed. Try to place all the information on one , maximum two pages. Arrange the information so that sections are clearly separated from each other, but not in tabular form.

#### **Types of resumes.**

Depending on how your career has developed, you can choose from three most common resume types:

- *Chronological*. The most common type of resume and represents is a list of places of work with a list of professional responsibilities, which is indicated in reverse chronological order - from the present to the past. This type of resume is most suitable for demonstrating professional advancement in a certain field, career growth in one company.

- *Functional*. A functional resume focuses on focuses on professional skills and achievements. This format allows you to focus the employer's attention not on where you worked and what positions you held, but on what you did. It is recommended to use a functional resume type if: you have decided to change your professional activity; you are looking for a job after a long break; you have often changed your place of work or area of activity; you have no work experience or it is insignificant. The main advantage of this type of resume is that it allows you to focus on the most interesting and important moments of your career, on your skills, and not on the place and time of their acquisition.

- *Mixed or chronofunctional*. Includes a list of the main functions you have performed, with the companies you have worked for listed in reverse chronological order. This type of resume allows you to highlight your main achievements and strengths and the most

will do if you are applying for a vacancy in a foreign company. This type of resume is the most preferred and popular in the West.

### **Main sections of a resume.**

Regardless of the chosen format, any resume includes the following blocks:

#### *Resume title.*

The applicant's first, last and middle names are indicated (in large letters, 18-20 font size) in the center or at the top left. Do not write any words like "resume", "application form", etc. If the nature of the work requires an assessment of your external data (for example, you are applying for the vacancy of "customer service manager"), attach your most successful business photo.

#### *Coordinates, contact and personal information.*

The address is indicated; means of communication (mobile and home phones, email), by which you can be quickly and efficiently contacted in the event that they decide to invite you for an interview; date of birth; citizenship and marital status.

#### *Target.*

The objective statement contains brief information about the vacancy you are applying for and outlines the boundaries of your professional interests. If your resume is being sent for a specific vacancy, you must indicate the vacancy name or code as the objective. In other cases, you can indicate either the field of activity or, if you are familiar with the company structure, the position in a specific structural unit. If you have several different objectives, it is better to make several resumes focused on one objective than one general one.

#### *Education.*

Information about your education is usually presented in chronological order or according to the principle of importance. Indicate not only your fundamental education, but also various courses, trainings, etc. related to your future work. You do not need to indicate school and gymnasium, unless you are a first-year student at a university or if school activities are not important from the point of view of this resume (the emphasis you place in it). Also indicate the topics of completed coursework and diploma papers, the name of the department in which they were defended, but only if this is related to your future work. In addition, indicate the awards and certificates received during your studies, participation in student paper competitions, and scientific achievements.

### *Experience.*

Information about work experience (internship) is presented in reverse chronological order (starting with your most recent job). Here you need to indicate the period of employment (month, year), company name, city, position, main responsibilities, results and achievements. Try to emphasize your main achievements, using extremely clear and concise wording. Pay special attention to positive work results, they will help create an impression of you as an employee who is primarily focused on the company's results. Do not indicate insignificant work experience. If you have no work experience, then skip this section. Do not write "Work experience" and put a dash opposite.

### *Additional information.*

In this section you should indicate: level of knowledge of foreign languages (beginner, basic, conversational, fluent); level of computer proficiency (experienced user, confident user, professional user, programmer), indicating the programs used (system, application, office, professional, financial, accounting, legal, educational, reference); availability of a driver's license; additional knowledge and skills that will be important for future work.

### *Personal qualities.*

List your positive personal qualities. Try to choose those that may be important when working in this field or in this position, but be prepared for the fact that during the interview you will be asked to prove with examples that you really have them. For candidates without work experience, it is important to indicate the ability and willingness to learn.

### *Interests and hobbies.*

Include everything that gives an idea of you as a harmonious person who lives not only by studying and working.



### *Recommendations.*

If you have recommendations (they can be from previous employers, a supervisor, a dean or a teacher), at the end of your resume, indicate that "Recommendations may be provided upon request."

We have covered the mandatory sections of a resume, but each of you has something to add to the main content. These can be additional sections that reflect important information and make you stand out from other candidates.

### **Mistakes made when writing a resume.**

- ***Grammatical errors and typos.*** Mistakes, typos, and inconsistencies in text formatting in a resume are unacceptable. Grammatical and stylistic errors speak about the candidate's preparation as a specialist in general - about his erudition, theoretical training, logical and analytical abilities, and the ability to clearly express his thoughts. And most importantly, the literacy of speech and writing directly affects the initial impression.

- ***Incorrect wording in the "Purpose" section.*** Don't let the employer guess what to do with you. Here you should indicate the name of the position you are interested in and the field of activity, and not write something that only you understand: "getting an interesting, promising job where I can apply my knowledge and skills."

- ***Job description rewritten into a resume.*** Dryly listing the standard duties and functions of previous jobs, you lose your uniqueness and positioning. The resume should highlight your achievements that are important for this position. Show what you have actually achieved, what were the progress and results, what you did special.

- ***Sloppy formatting, lack of structure.*** You should not compose your resume in the form of an essay, autobiography, ode, parable or monologue. Wanting to attract the attention of the employer and stand out from the rest of the candidates, in this case you will most likely get the opposite effect.

- ***A lengthy and overly detailed resume.*** A resume longer than two, maximum three pages is unacceptable. Employers will not have time to read a resume longer than this. Therefore, focus on the skills and achievements that will be useful directly for this job.

- ***Resume in a foreign language.*** A common mistake is sending a resume to a Russian company only in a foreign language (English). If knowledge of the language can be a plus, then it is better to send a resume in Russian and English. Exceptions are cases when you send your resume to an international company.

- ***Latest version of software.*** If you have the latest software installed on your computer, send your resume saved in older formats. If the employer does not open your resume file immediately, you will most likely not be asked to send it again.

- ***A faceless file name.*** Some job seekers call a resume a convenient way for employers. Therefore, when sending a resume for a vacancy in

In the file name, indicate your last name, first name, patronymic, and the position you are applying for.

- **Unique font.** Often candidates, wanting to stand out, send resumes using rare fonts. Therefore, always choose easy-to-read standard fonts for your resume, such as Times New Roman or Arial.

### What should a resume be like?

When writing a resume, keep the following principles in mind:

- **Structured.** All information in the resume should be presented in a certain sequence.

- **Selectivity.** When thinking about your resume, first determine its purpose, i.e. decide what kind of job you want to get. Analyze your professional experience and choose from it only what corresponds to the goal. In the resume, it is necessary to emphasize the experience and knowledge that will be relevant for a specific vacancy. A selective approach will protect the resume from unnecessary, unnecessary information.



- **Objectivity.** When describing your experience and skills, be realistic and objective. You must be prepared to justify everything you have stated in your resume.

- **Brevity.** The resume should not exceed 1-2 pages (3 pages is allowed if you are a highly qualified specialist and are applying for a management position), so the information must be presented briefly, emphasizing the most important and significant points for the employer.

- **Specificity.** It is necessary to be extremely specific in your choice. formulations.

- **Activity.** Don't be verbose and avoid passive forms. Emphasize the results achieved using action verbs.

- *Positivity*. Prefer positive information over negative.

Focus on your achievements. Try not to use the pronoun "I".

A resume is the first thing your potential employer sees. Your goal is to clearly, consistently, competently and succinctly convey important information about yourself to them. A resume competition is the first stage of selection for any position. At this stage, as a rule, more than half of the applicants are eliminated. Therefore, a well-written resume will increase your chances of getting to the second stage - an interview.