



## **Your First Step to Success**

It usually takes 2 minutes for the employer to skip over your resume. After that you will either be invited for an interview or your resume will join a heap of fellow-sufferers in waste paper basket. Surely you are to spend much more time than your employer on the resume to win a chance to be asked for the interview.

Unfortunately, competently written resume is a rare case. Some people just overlook the significant details that make all the difference and that is why they are in constant search of the job. Such strategy won't do. Your resume should be effective and show you to the most advantage. If **expository essay** was your favorite assignment at college, then making a first rate resume will be of no difficulty for you. Otherwise you have to take pains to compose it or turn to professional resume writing service.

With the unlimited access to "how to impress your employer" information, most people go to extremes and produce resumes that really impress the employer, but still they are left outside. With their superficial creativity and pretension to be the best of the best they achieve quite the opposite result.

Human resource experts distinguish 6 basic approaches to creating a flop resume. See if you have written something of the kind and immediately correct it.

Cri de Coeur or "An Appeal from the Shipwrecked"

The style of the resume and explanation of reasons for job hunting are very similar to beggar's lamentation. After reading a few lines of such a resume the employer has the only desire to put it aside and switch over to something not so depressing.

## **Absolute Chaos**

Such resumes are distinguished by extreme inconsistency and incoherence of presented information. The writer jumps from one incomplete idea to another. He groups the information irrationally and arranges it with no logic at all. Because of the incorrect graphic presentation of the data it is impossible to sort out the essential information. Sometimes the objective position has nothing to do with the previous experience of the person. It is absurd to apply for a position of a Top Manager with a working experience as a Sales Representative.

What is it all about?

The information you provide your employer with must be as specific as possible. No generalities as well as the usage of inadequate vocabulary should be avoided.

So why are you here?

Resume comprises only achievements and rewards. That is great, I have nothing against it. But why is such a treasure still looking for a job? He might have been a dream of every employer. So, be fair to yourself.



Mister X

It may be rather a good resume, but making haste or being careless, the writer forgot to include some important information like contact data or has misspelled it. The person describes his skills and knowledge, but does not reflect concrete work experience – recent positions and responsibilities at each of them. The employer may have liked your resume, but it is hard to find MR. X.

“Museum”

This resume types stands quite apart. It is difficult to define it. They may seem quite standard to the inexperienced reader, but the professional instantly notices the hidden contradictions and pitfalls buried behind evasive formulations. Such resumes will describe 10 years' experience of 22 year old president of some corporation.

This classification shows that it is very easy to make a mistake composing your resume or overlook it even after revising without knowing the basic principles of presenting the information in this type of document. Resume is too important for you to ignore it. There are only two options for you: to write a good resume or entrust this task to the professional services.