

Build a Powerful Resume

in Just

5 Easy Steps

Here's the ultimate guide to building your own resume as easy as ABC!

1

Choose your preferred resume format.

There are 3 types of resume formats: Chronological (the traditional format that lists experiences in order); Functional (lists experiences according to skill); or Combination (merge of two formats previously mentioned.)

2

Create a header

This should include your name with certification (if possible), your address (street address, city, state, and Zip Code), and contact details.

Example

Carolyn Monroe, CPA

13252 Jamboree Rd, Irvine CA 92602 | (541) ***-**** | carolynmonroe@gmail.com

3

Summarize your career objective

In one to two sentences, state the job you're aiming to secure in the company or organization. Make your statement concise and clear.

4

List down the following:

- Key skills/expertise - Your strongest relevant abilities, functional and technical, to the job you're applying for.
- Professional Experience - Follow this formula: exact job title in boldface, organization, location by city and state, date by years (i.e. 2007-2012).
- Education - Include degrees completed or in progress with date. Don't forget to add related information such as the institution and its location by city and state.
- Trainings - If you have trainings, you can also add them in your resume following this formula: program or training title, granting institution, and date.
- Awards and Honors - Let your awards and honors maximize your potential. Enumerate the awards you've won and the dates you won them.

5

Include a footer or page number

This one is not applicable if your resume is in one page. However, it may contain the client's name and page number. Don't oversize it.

BONUS: Resume Building Tips to Consider:

BE IN ORDER

When listing down your professional experiences, cite the most present first, then work your way backwards.

CHOOSE THE BEST FONTS

The ideal fonts for resume are Arial, Calibri, Tahoma, and Garamond in 12pt. font size.

INCLUDE ALL YOUR CONTACT INFORMATION

This includes your phone number, mobile number, email address, and LinkedIn profile link.

DON'T BE AFRAID OF COLOR

Use color such as blue or green to highlight the headers in your resume, while leaving the rest of the texts black. This will make your resume easy to read and unique from the rest.

Do you find this simple guide helpful? Don't hesitate to connect with us for more expert resume building tips!



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