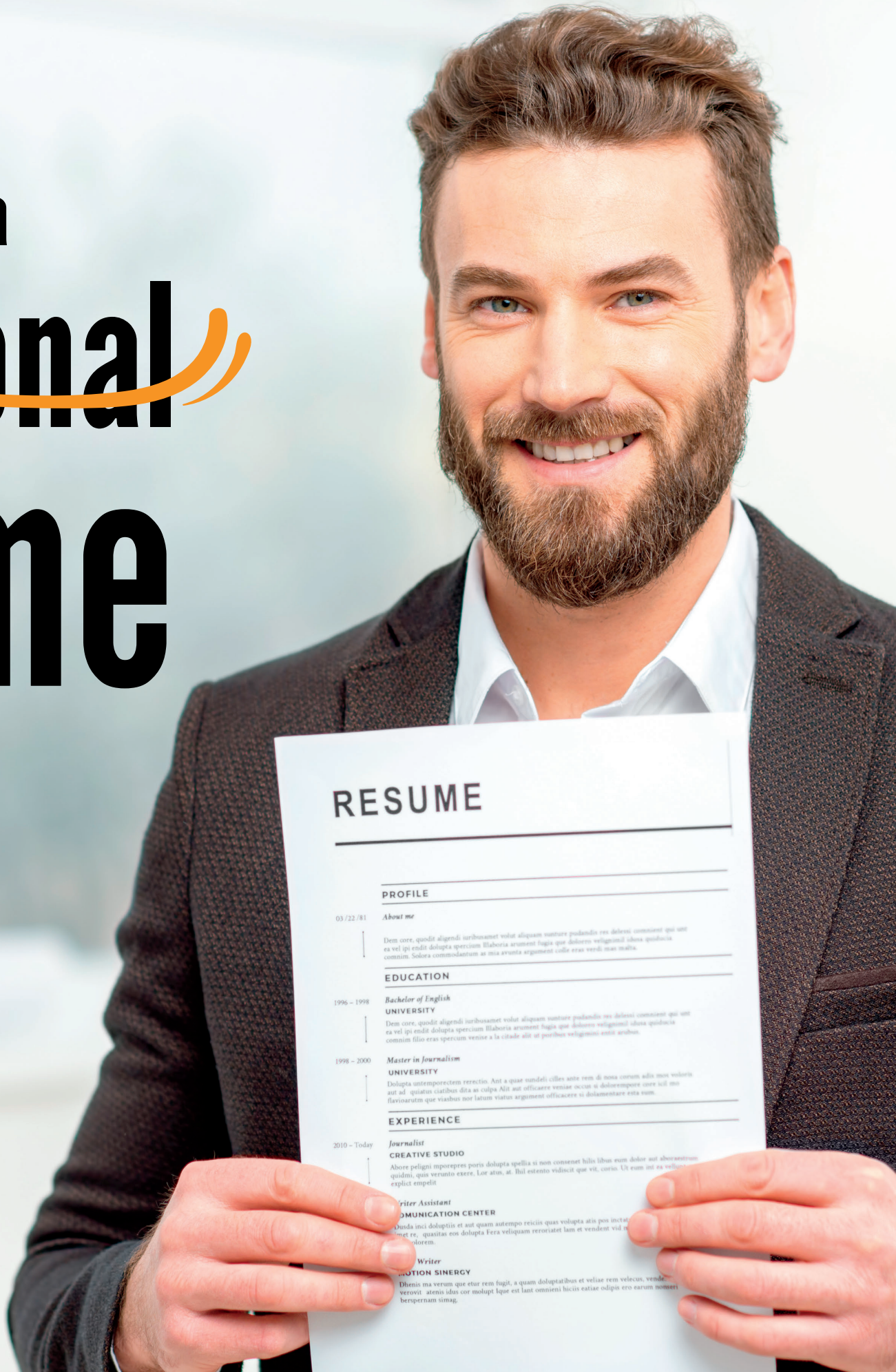


Learn how to Create a Professional Resume



Save for Later



Creating a well-structured and effective resume is crucial when applying for a job.



Here's a step-by-step guide on what to include on your resume:



1

Contact Information:

- Full name
- Phone number
- Email address
- Professional social media profiles (e.g., LinkedIn)

2

Resume Objective/Summary:

- A concise statement summarizing your career goals and key qualifications.
- Highlight relevant skills and experience that make you a strong candidate.



3

Work Experience:

- **Start with your most recent job and list previous positions in reverse chronological order.**
- **Include the job title, company name, location, and dates of employment.**
- **Provide a brief description of your responsibilities and accomplishments for each role.**
- **Emphasize achievements and quantify them where possible (e.g., "increased sales by 20%").**



4

Education:

- **List your highest level of education first.**
- **Include the degree earned, institution name, location, and graduation year.**
- **If you have relevant coursework, honors, or academic achievements, mention them.**

5

Skills:

- **Include a section highlighting your key skills related to the job you're applying for.**
- **Use bullet points to list technical skills, software proficiency, languages, etc.**
- **Tailor the skills section to match the requirements mentioned in the job description.**



6

Certifications and Training:

- **If you have any industry certifications or relevant training, mention them.**
- **Include the certification or course name, the issuing organization, and the date obtained.**

7

Projects or Portfolio:

- **If applicable, showcase projects, research, or personal initiatives relevant to the job.**
- **Provide a brief description of each project, your role, and the outcomes or results achieved.**



8

Awards and Recognitions:

- **If you have received any awards, honors, or recognition in your field, include them.**
- **Mention the name of the award, the granting organization, and the date received.**

9

Professional Associations:

- **If you are a member of any relevant professional associations, list them.**
- **Include the name of the association and your membership status.**



10

References:

- **Optionally, you can mention "References available upon request."**
- **Avoid listing specific references unless specifically requested by the employer.**

General Tips:

- **Keep your resume concise and limit it to one or two pages.**
- **Use a clean and professional-looking format.**
- **Proofread your resume for spelling and grammar errors.**
- **Customize your resume for each job application to highlight relevant skills and experiences.**





Remember, a resume is your opportunity to showcase your qualifications and stand out to potential employers. Make sure it is well-organized, easy to read, and tailored to the specific job you're applying for.





**DOUBLE TAP
IF THIS POST WAS HELPFUL**

@ascend_english_learning