

Resume Solution: The Ultimate Guide to Creating a Professional Resume for the US and Canada



Functional Resume Template: Resume Solution, What you Need to Create your US and Canadian Resume (Template, Resume, Functional, Jobs, Opportunities Book 1) by Borja Loma Barrie

★★★★★ 5 out of 5

Language : English
File size : 341 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 4 pages
Lending : Enabled



Are you looking for a job in the US or Canada? If so, you'll need a professional resume that will make you stand out from the competition.

This guide will teach you everything you need to know about creating a resume that will get you noticed by potential employers.

Formatting Your Resume

The first step to creating a professional resume is to choose the right format. There are two main resume formats: chronological and functional.

Chronological resumes list your work experience in reverse chronological order, starting with your most recent job. This is the most common resume format and is generally preferred by employers.

Functional resumes focus on your skills and experience, rather than your work history. This format is best suited for job seekers with non-traditional work experience or who are changing careers.

Once you've chosen a format, you need to decide how to organize your resume. The most common sections include:

- Contact information
- Summary statement
- Work experience
- Education
- Skills
- Awards and honors

You can also include other sections, such as a portfolio or references, if you think they would be relevant to your job search.

Writing Your Resume

Once you've formatted your resume, it's time to start writing. Here are a few tips:

- **Be concise.** Your resume should be no more than two pages long.

- **Use strong action verbs.** When describing your work experience, use strong action verbs that will make your accomplishments stand out.
- **Quantify your results.** Whenever possible, quantify your results to show employers the impact of your work.
- **Proofread carefully.** Before you submit your resume, proofread it carefully for any errors.

Tailoring Your Resume to the Job You're Applying For

Once you've created a general resume, you need to tailor it to each job you apply for. This means highlighting the skills and experience that are most relevant to the position.

To tailor your resume, read the job description carefully and identify the key skills and experience that the employer is looking for. Then, make sure to highlight these skills and experience in your resume.

Submitting Your Resume

Once you've tailored your resume, it's time to submit it to potential employers. There are a few different ways to do this:

- **Online job boards.** There are a number of online job boards where you can post your resume and search for jobs.
- **Company websites.** Many companies have their own websites where you can submit your resume directly.
- **Networking.** Networking is a great way to get your resume in front of potential employers. Attend industry events and meet with people in your field.

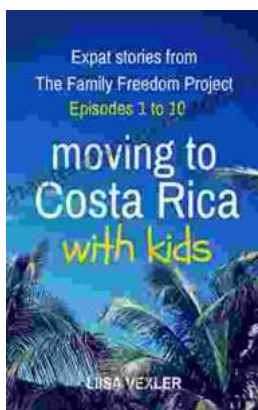
Creating a professional resume is an important part of the job search process. By following the tips in this guide, you can create a resume that will get you noticed by potential employers and help you land the job you want.



Functional Resume Template: Resume Solution, What you Need to Create your US and Canadian Resume (Template, Resume, Functional, Jobs, Oportunities Book 1) by Borja Loma Barrie

★★★★★ 5 out of 5

Language : English
File size : 341 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 4 pages
Lending : Enabled



Moving to Costa Rica With Kids: A Comprehensive Guide for Families

Costa Rica is a beautiful country with a lot to offer families. From its stunning beaches and lush rainforests to its friendly people and...



Travels in False Binary: Exploring the Complexities of Gender Fluidity and Identity

In a world rigidly divided into male and female, those who defy these binary categories often find themselves navigating a complex and often...