

How to Write an Effective Resume

Your resume is your first impression, so it's important that it be flawless. Gone are the days where employers want to read through long, drawn-out resumes. Here are 7 tips for creating an effective resume that will help you land a great job!

1. **Customize for the Job you Seek:** Impress hiring managers by tailoring your resume to the job you are applying.
2. **Translate Non-Workplace Experiences into Workforce Skills:** With a little creativity, life experiences, including time spent in the military, school, parenting, and volunteering, can translate into valuable work skills.
3. **Get Creative, but Keep it Professional:** Opt for a modern, concise resume template with a fresh, but not too artsy look.
4. **Use Key Words from the Job Posting:** Many companies utilize a software to scan resumes for key words, or simply skim through looking for key elements that catch their eye.
5. **Skip the Objective:** Beginning a resume with an objective is outdated. Instead, jump right in and showcase your skills.
6. **Keep it to One Page:** Edit your resume and only include the most important information so it's easy to read and fits on one page.
7. **Forego Work History Prior to 2005:** Employers want to know that you have current skills to meet their workforce needs. Only present your more recent employment experience and leave off the rest.

Read more about how to Write an Effective Resume and visit www.ARIZONAatWORK.com for additional, no-cost employment assistance.

*Source: OfftheClockResumes.com