

art of resume writing and job interview preparation



How do I prepare my resume for an interview?

How to Write a Resume - Step by step

1. Pick the Right Resume Format & Layout.
2. Mention Your Personal Details & Contact Information.
3. Use a Resume Summary or Objective.
4. List Your Work Experience & Achievements.
5. Mention Your Top Soft & Hard Skills.
6. (Optional) Include Additional Resume Sections - Languages, Hobbies, etc.



What are the 4 C's of resume writing?

The 4 C's of Resume Writing

1. Concise. The vast majority of resumes should be one page long. ...
2. Chronological. The work experience segment of the resume is the most important. ...
3. Consistent. If you use bullets, then use bullets under each position you held. ...
4. Correc



What are the steps in preparing a resume?

Here's how, step by step:

1. Decide Which Type of Résumé You Want. ...
2. Create a Header. ...
3. Write a Summary. ...
4. List Your Experiences or Skills. ...
5. List Your Activities. ...
6. List Your Education. ...
7. List Any Awards You've Won and When You Won Them. ...
8. List Your Personal Interests.



What are the 4 types of resumes?

Depending on the type of job you are applying to, different resume formats may apply. The four standard types of resumes include 1) chronological, 2) functional, 3) combination, or 4) targeted. Below are definitions of each type and recommendations on which format works best.