Resume Formats using a Word Processing Program

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Almost every job application requires some sort of resume. The resume is one of the most important factors potential employers look at when evaluating you for a possible position. A quality resume will help you get the job you are after. If your resume is unformatted, loose, or printed on stationary, employers may eliminate you from the job consideration.

Contrary what some might think, it is unadvisable to use the standard default template that Microsoft Word provides. Could you imagine how many other people have probably used that same template when applying for the same job you are after? One idea that has been successful for me is to download a sample template that can be implemented into Microsoft Word. There are many free resume templates available, so cost is not an issue.

Typically, resumes are formatted as follows: objective, achievements, honors, experience, education, skills, and ending with your hobbies or interests. A variation of this format would be: objective, experience, education, skills, interests, achievements, and finally honors.

From my previous experience, each will get the job done. If you are interested in a job that is outside the writing industry, the second example works well. A properly formatted resume is essential when applying for a job, however it is also advisable to use positive words throughout your resume. If you use negative wording, many employers may discard your submitted resume.

Proper resume formatting is only half the battle when it comes to resume writing. Bad grammar, poor word choices, and uninformative content can lead to a dismal resume. The goal is to tie everything together to provide a well documented paper regarding your work history and prior experience. Utilize the tools available online for resumes and you can land the job you are after.