Things to do Before Sending a Job Application

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Date : December 13, 2011

To land the right job, you need to have a resume that gets noticed. You may think your resume is good as it stands, but before sending it around to prospective employers, you may want to give it a good editing. Even something as simple as deleting personal pronouns and rewriting the sentence they were in can make a difference in the reading. You want to dress up your resume, but do not do this by adding fluff. Just make yourself sound good as simply as you can.

Read the full article here:

R?sum? checklist: What do to before applying for a job - Newsday