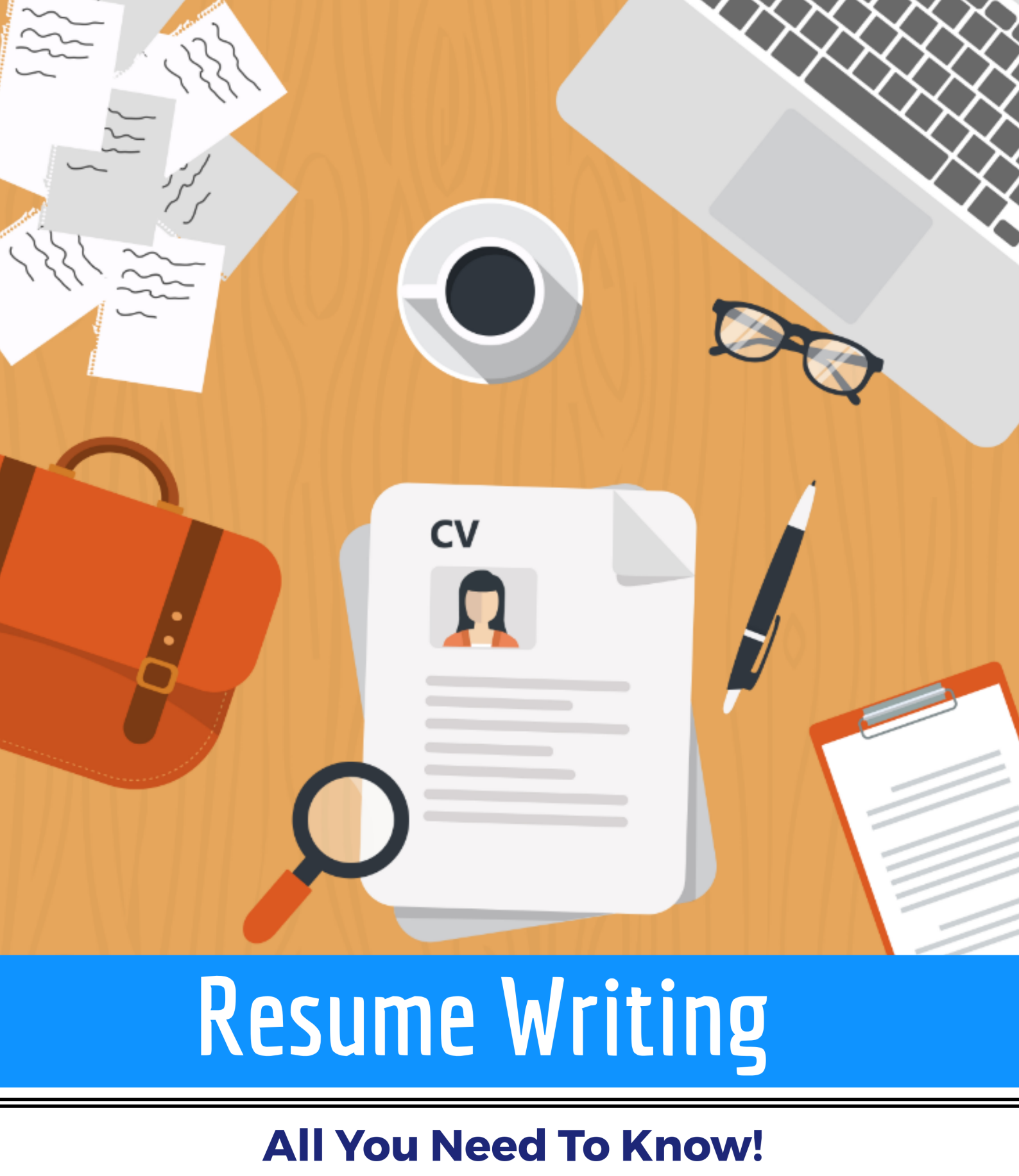


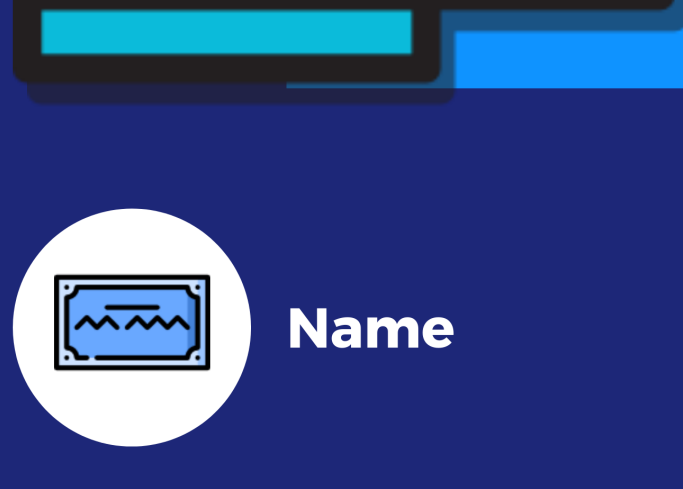


Resume Writing

All You Need To Know!

According to a research,
Recruiters only spend an average of
6.25 seconds

looking at a candidate's resume before
deciding whether he or she is a fit for a job.



The study also shows that,

recruiters spend

80 PERCENT

of that six seconds looking

at just six things.



Name



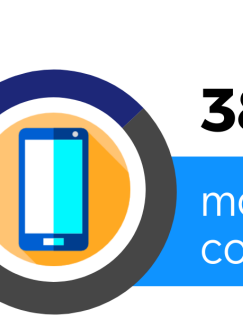
**Current title/
company**



**Previous
title /
company**



**Current
position**



**Previous
position**



Education

Professionally Written Resume

According to a research, a professionally
written resume can make you...



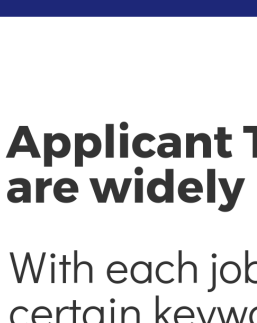
38 PERCENT

more likely to be
contacted by recruiters



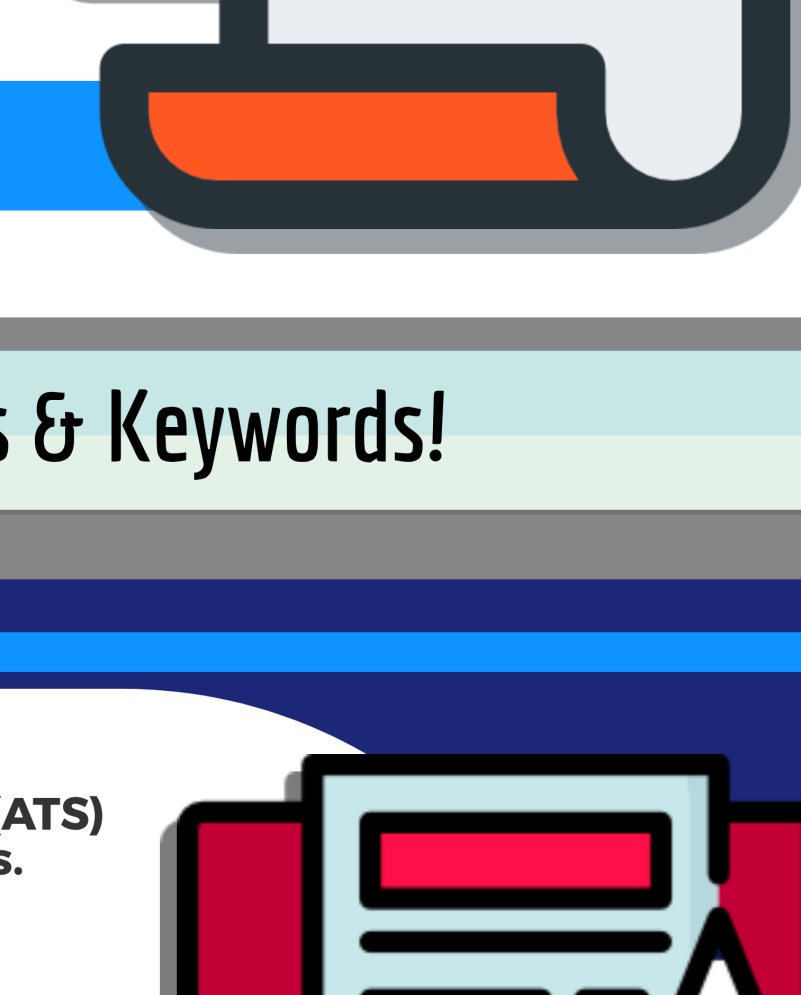
31 PERCENT

more likely to land
the interview



40 PERCENT

more likely to
land the job



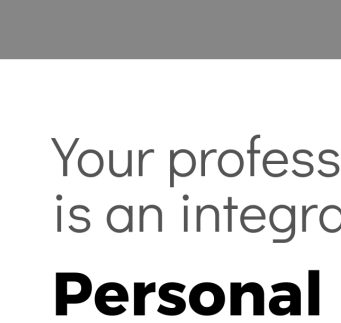
Resumes & Keywords!

Applicant Tracking Systems (ATS)
are widely used by employers.

With each job, there are
certain keywords the tracking
systems look for.

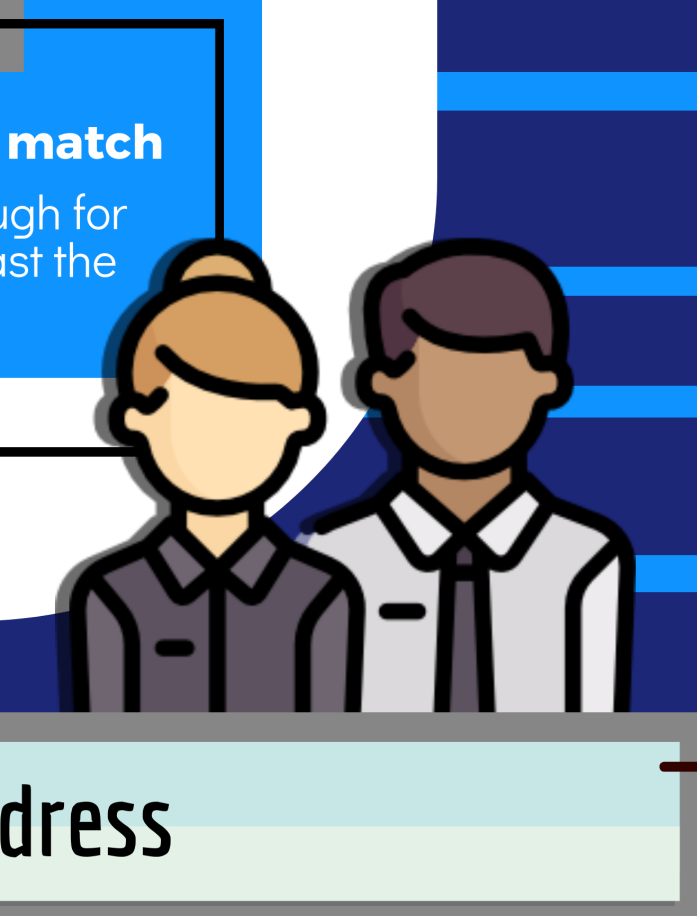
With an 80 PERCENT match

...of the right keywords, your
resume will be sent directly
to a hiring manager.



A 60%-79% word match

may or may not be enough for
your resume to move past the
application process.



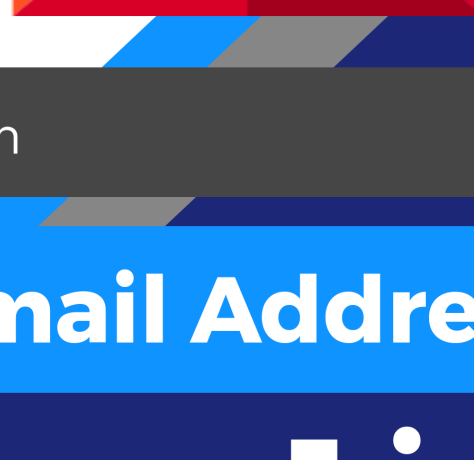
E-Mail Address

Your professional email ID
is an integral part of your
Personal Branding

According to a study,

76 Percent

of resumes are discarded for an



Unprofessional Email Address



1 in 5

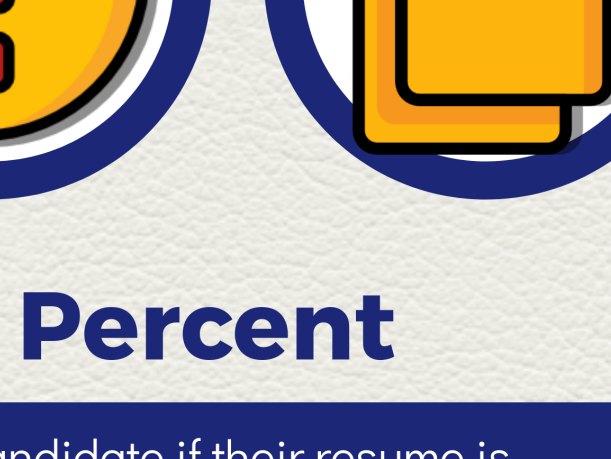
recruiters will actually reject a
candidate before they've even
finished reading their resume.



Top Reasons Why Recruiters Reject Resumes

59 Percent

of recruiters will reject a
candidate because of



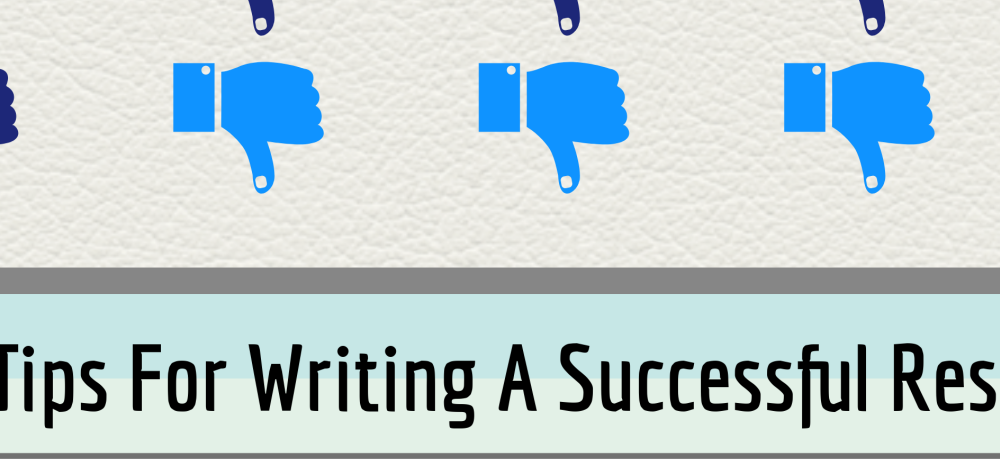
Poor grammar or a spelling error



Over 50 Percent

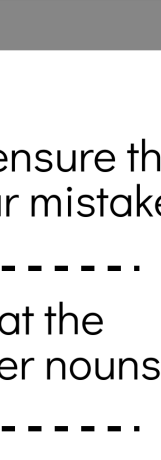
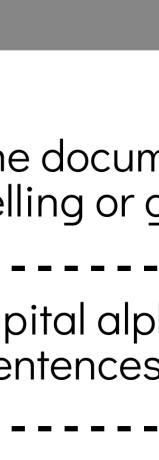
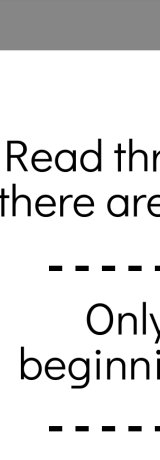
of recruiters will reject a candidate if their resume is

Full Of Cliches!



Over 40 Percent

are also put off by
too much design.



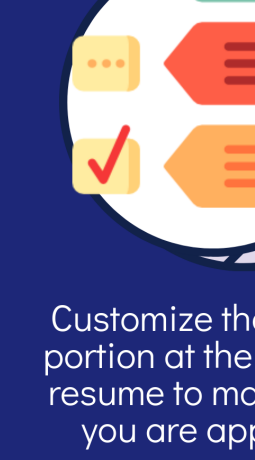
Tips For Writing A Successful Resume



Read through the document to ensure that
there are no spelling or grammar mistakes.



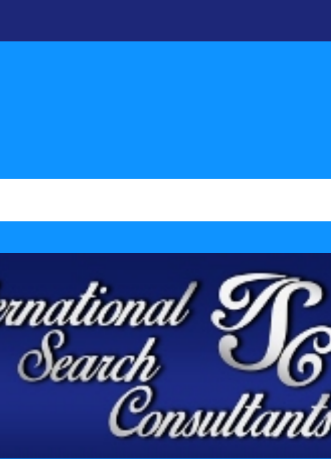
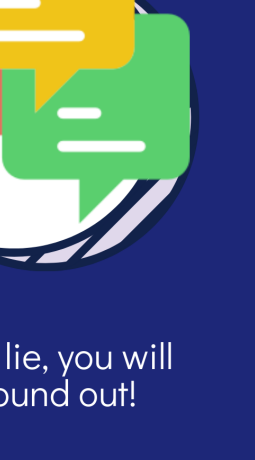
Only use capital alphabets at the
beginning of sentences & proper nouns.



Get it proofread in case
you missed an error.



Use black font in the
entire document.



Make sure all the
contact details
are correct.



Don't forget to
include hobbies &
interests.



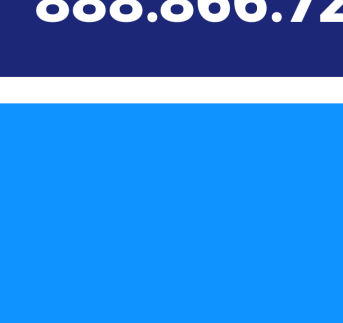
Make sure it is consistent
with online profiles such
as LinkedIn.



Customize the objective
portion at the top of your
resume to match the job
you are applying to.



List career history in
reverse chronological
order.



Do not lie, you will
be found out!

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www.forbes.com
www.business2community.com