

How to Build an Effective Resume

GoSkills online course syllabus

Skill level

Beginner

Lessons

21

Accredited by

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Pre-requisites

No prior experience needed

Video duration

1h 6m

Estimated study time

1h 6m

Instructor

Don Georgevich

Introduction

1 Effective resumes create success

Your resume is essentially a depiction of who you are in your professional life, and as such, it's important to put your best foot forward.

Getting Started

2 The resume-writing process

Writing a resume is a journey in self-promotion.

3 Preparing your resume worksheet

To write a great resume, you first must organize your skills, experience and education using the downloadable worksheet.

Writing Your Contact Details

4 Designing your heading

The top of your resume contains the information employers will use to contact you.

Creating a Job Objective

5 Writing your job objective

A job objective statement is your way of clarifying the type of job you are seeking to prospective employers.

Writing a Professional Summary

- 6 Writing accomplishment statements**

Accomplishments alone are not enough to capture the interest of prospective employers.
- 7 Creating your professional summary**

Your professional summary is where you get employers excited about what you've done so they read your resume with great interest.
- 8 Reading a job posting**

The job description provides you with valuable insights the employer is seeking in the ideal candidate.

Showcasing Your Work Experience

- 9 Structuring your work history**

Your work history is telling prospective employers a story about your career.
- 10 Describing with action statements**

Your action statements are what sells you to a prospective employer, because they show what you were able to get done in past roles.
- 11 Re-working unemployment gaps**

If your resume shows a significant amount of time between jobs, this could detour employers from calling you for interviews.
- 12 Avoiding age discrimination**

Even though age discrimination is illegal, it is still practiced by some employers and can even inhibit your chances for getting an interview.
- 13 Avoiding the perception of job hopping**

Frequent changes of employment can scare-off employers from calling you in the event you'll quickly leave.

Highlighting Your Education

- 14 Writing your education section**

Your education can instantly communicate to prospective employers that you are not only qualified, but well-educated.
- 15 Training, certs and volunteerism**

Highlighting training programs and seminars you've attended can add a lot of value to your candidacy.

- 16** **Avoid appearing over-qualified**
Having too much education can cause employers to pass on you if they feel you'll cost more than they're willing to pay.

Final Checklist

- 17** **Resume strategies and techniques**
Resume writing is rewriting and it's an ongoing process of improvement.
- 18** **Resume mistakes to avoid**
Even the best resumes have mistakes, but you want to avoid the ones that will cause your resume to be passed-over.
- 19** **Using a personal interests section**
A personal interest section can add value to your candidacy and allow you to better connect with an employer.
- 20** **Good and bad resumes**
Unless you're a recruiter, you probably don't know what a good resume looks like versus a bad one.

Conclusion

- 21** **Time to send it out**
Thanks for watching this course!

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