

## *Write a Good Resume*

So you want to write a good resume. Well, how do we define a “good resume”? A good resume is pleasing to look at, easy to read, and contains all the information necessary to know whether or not the person represented by said resume can do the job in an effective and efficient manner. A good resume should look professional and reflect the abilities of the person it is meant to represent.

Knowing how to write a good resume could quite possibly be one of the most valuable business skills you can ever learn. Hardly anyone stays in the same job for a number of years as they did in the past. We are constantly looking for new challenges, more money, and more satisfaction, so having the skill of knowing how to write a good resume is something that you will always have. It can mean the difference between getting an interview and not getting an interview.

A good resume will include only pertinent information about you – the job applicant. It is written in a professional and positive manner focusing on abilities, skills, and talents that can benefit your future employer. Of course, that can be a little difficult to do on paper, but not when you know what words to use. A thesaurus can be a life saver here when you are looking for the right words.

Never make any job sound like it is a mundane, boring position. It doesn't matter if you are standing behind the counter at your local coffee shop, you can still focus on the positive aspects of that job. For example, when you make the coffee, you are responsible for quality control. When you give it to the customer, you are insuring good customer service. When you ring it up on the cash register, you are responsible for cash flow. Any job can sound much better when you are creative in describing it.

Look on the Internet for tools and tips on how to write a good resume. Many web sites have examples of resumes to refer to, articles on how to write a good resume, and some provide a resume writing service where you pay a professional resume writer to craft your resume from information you provide. (*Personally, this author would invest time in learning to prepare the resume rather than spend money when I don't have a job.*)

Want to know how to write a good resume? Be honest, give as much information as possible in the space provided, and then let the resume talk for you. You'll soon be scheduling an interview.

Courtesy of [www.GeorgiannaHardwareCorporation.com](http://www.GeorgiannaHardwareCorporation.com)

➤ *Remember: honesty is the best policy, but a positive attitude makes for better reading.*