

Quick Employment's Job Seekers Resume Review

The resume should tell a story about your work history. The reader should not have any doubts about your experience and skills. The resume should be one or two pages. If the resume is two pages make sure you put your full name on the second page. One page is preferable. Following are the five most significant parts of a resume.

Five Significant Parts of a Resume

1. Contact information
2. Objective
3. Work Experience
4. Skills relating to the job description
5. Education

Contact information should be at the top of the page

First and Last name

Phone number

Email address

Mailing address is optional if you use your email address

2. Resume objective should be clear and concise; you should list your skills, and qualification for the job you are applying for.

3. Previous Work Experience: The companies' name, job titles, and job duties (use four to five bullet points describing your duties and accomplishments, list city and state, date employed month and year. Include volunteer work and internships that relate to the job

4. Skills: List the skills you referred to in the objective include hard skills and soft skills and no more than five bullet points.

Work Experience:

ABC Company

Cleveland, OH

Office Assistant

06/2015 - 07/2021

- Typing (55 word per minute - WPM) letters, memos editing, and proofreading
- Scheduling and managing office manager's calendar
- Receiving and answering emails
- Answering multiple business phone lines, taking messages and transferring calls
- Filing, alphabetical and numerical, electronical and manual

5. Your education will be the highest education level, list school name, degree, city and state. GED, High School Diploma, Associates in Business, Bachelors in Accounting

Do not mention references are available upon request on your resume. Always have three professional references available when asked.