

How to Write an Ambition Resume and Autobiography ?

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Abstract

Everyone wants his or her resume is the most **important tool** when **applying** for a job. It doesn't matter how qualified they are, or how much experience they have - if their resume is poorly presented or badly written, they're going to have trouble getting the job they want - or even an **interview**. Think of each one's resume this way that is it's an **advertisement**, and everyone is the product. The goal of each one is to get hiring managers to buy into what is selling – which means giving one an **interview**, To accomplish this goal, a resume that need to see it as a marketing tool, each trusty belt buckle of tricks. To help job hunters do this, this easy-to-follow steps on how to write a resume. Before getting into the steps it should be noted that **there is no certified way to write one**. There are some who insist otherwise, but even certified professional resume writers will admit that, “a guiding principle of the resume writing profession is that there are no hard and fast rules.” With that being said, below are some tips and guidelines to help everyone write one that best presents each one's career goals.

Key words: tool, apply, advertisement, interview

Chapter 1: Introduction

How to write a resume? First, choose a resume type. There are several basic types of resumes used to apply for job openings. Depending on one's personal circumstances, choose a chronological, a functional, combination, or a targeted resume. Taking the time to choose the best type of resume for your situation is well worth the effort.

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Second, reviewing resume examples. Read through samples that fit a variety of employment situations. These sample resumes will provide job hunters with examples of resume formats that will work for almost every type of job seeker. They also help you see what kind of information to include. However, whenever job hunters use a resume example, be sure to customize job hunters' resume so it reflects job hunters' skills and abilities, and the jobs job hunters are applying for.

Third, add job hunters' information to the resume template, then tweak and edit it to personalize job hunters' resume, so it highlights job hunters' skills and abilities.

Fourth, using resume keywords. Most companies use recruiting management software to screen candidates for job openings. In order to get found, job hunters resume needs to contain keywords that directly target the jobs job hunters are interested in. This will also help the hiring manager see how job hunters' skills and experiences make job hunters an ideal candidate for the specific job.

Fifth, check job hunters' resume. Be sure to thoroughly edit job hunters' resume before sending it. Check for grammar and spelling errors, as well as any style inconsistencies. Consider asking a friend or family member, or even a career counselor, to read over job hunters' cover letter. Also review extra tips to ensure that job hunters' resume is consistent and error free.

Chapter 2: Review of the Literature

2.1: Sample Resume Layout #1

Name
Street Address
City(District), Municipality, Zip Code
Home Phone #
Business Phone #

Employment History

From (date)
To present

Job Title
Name of Company
Address of Company

Duties and responsibilities of job written out

From (date)
To present

Job Title
Name of Company
Address of Company

Duties and responsibilities of job written out

Education History

From (date)
To (date)

Name of College
Address of College
Graduate Degree

Education History

From (date)
To (date)

Name of College
Address of College
Graduate Degree

Reference: Available on Request

2.2: Sample Resume Layout #2

Name
Street Address
City(District), Municipality, Zip Code
Home Phone #
Business Phone #

Career Objective

To use the experience gained in...

Education History

Name of College From (date)
Address of College To (date)
Advanced Degree

Name of College From (date)
Address of College To (date)
Advanced Degree

Employment History

Job Title

Name of Company From (date)
Address of Company to present

Description of duties and responsibilities in the above company

Name of Company From (date)
Address of Company To (date)

Description of duties and responsibilities in the above company

Name of Company From (date)
Address of Company To (date)

Description of duties and responsibilities in the above company

Reference: Available on Request

2.3: Sample Resume Layout #3

Name

Street Address

City(District), Municipality, Zip Code

Home Phone #

Business Phone #

Employment History

Job Title

Name and Address of Company

Description of job, giving duties and responsibilities

From (date) to present

Job Title

Name and Address of Company

Description of job, giving duties and responsibilities

From (date) to present

Description of duties and responsibilities in the above company

Education History

Name and Address of College

Degree Received

From (date) To (date)

Reference: Available on Request

Chapter 3: Using a Successful Resume

“The idea is to group your skills together under themes, rather than present a chronological work history,” said Mary Ellen Slayter, a career expert for Monster.com.

Every job seeker knows the basic components of a resume: contact information, educational and employment history, and most relevant skills. Typically, a person's work experience is the primary focus of the resume, with the employers and positions listed in reverse chronological order. This format may be the standard, but it isn't ideal for everyone.

Professionals who have résumé gaps or a lot of short-term positions (whether due to job hopping or temporary contract arrangements) may not want to use this format, as calling attention to employment dates could raise some potential red flags for hiring managers. Likewise, a traditional layout may not be the best option for entry-level candidates and career changers who have little to no experience in their new fields. One way around these issues is to use an alternative format: a functional, or skills-based resume.

Coupled with a good cover-letter narrative, it can help you get interviews that you otherwise would have been passed over for.”

Chapter 4: Conclusion

When an interviewer looks at job hunter’s resume, it got about 30 seconds to make a good impression. That's the average amount of time most employers spend reading a resume. To capture the reader's attention, job hunters need to be clear and to-the-point. And, that's not all. Keep in mind the following guidelines to create an effective resume: Be Concise and omit irrelevant Information; don't forget objective; write a powerful opening statement; use industry jargon.

Furthermore, focus on benefit to employers; include keywords; quantify job hunters’ zchievements. Moreover, be Professional, be honest, not personal, and keep a positive tone.

Finally, there are several places where it would be appropriate to put job hunter’s professional title. Job hunter can place their title next to your name in the format. They can include it in their summary, education, or licenses/certifications sections. If job hunter’s title is an important qualification in their job search, be sure it appears at the top of job hunter’s resume, and including references resume that is job hunters do not have to include references on job hunter’s resume. Most employers will assume job hunter can provide references if they are requested.

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