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If you are looking for a new job, an excellent RESUME is crucial to landing an interview with a hiring manager. But what exactly should your CV look like? You can stop searching google for best resume advice Clark.com have everything you need to know! Clark's Guide to a Perfect Resume We reached out to Laurie Berenson, professional resume writer and founder of Sterling Career Concepts, to give us samples before and after resuming. Following the same techniques that Berenson uses with his clients can help your RESUME end up in the yes pile. Let's get started on taking a look at the pre-resume for John B. Doe. Many hiring managers spend less than 10 seconds over a single resume, so you need to be able to catch their attention – but this resume doesn't. You can have all the experience in the world, but a resume a complete makeover. The end result is a modern, professional resume that makes a good first impression in the top half of the first page. After Resume Does your RESUME look more like the before-picture than after? Berenson's secrets to resuming success will help you craft a RESUME that gets you an interview. Here are her top tips: Don't trust Microsoft Word templates. Create a custom resume with a professional border, incorporate a small amount of color, and don't be afraid of bold or italics. Avoid going too small on the font and use white space strategically. 2. Losing Case Statement Objective Statement with a brief summary that lays out the value you offer an employer. 3. Areas of expertise Areas section is a list of keywords that highlight your specific skills and knowledge. Your core competencies should be customized to match the skills mentioned in a job description. Put the most important keywords in the first column on the left and top of each column that reads over. Make the work experience section shine by leading with the most valuable thing you bring to the table. For easy reading, avoid long paragraphs and collision sentences. A good rule of thumb is to group your responsibilities into short paragraphs to introduce your performance pop off page and/or distinguish between job items. Consider kicking off your performance points with added value results or utility in bold. Notice how these examples from our sample resume all use strong and compelling action verbs: Grew direct-to-consumer e-commerce 90% and exceeded the revenue forecast 28% of measurable acquisition strategies such as pay-per-click (PPC) and retargeting. Contributed to the 20% year increase in inside sales by launching its own sales support website that allowed sales teams to create on-demand catalogs tailored to the preferences of international marketing campaigns. 6. Use Bullet Points Wisely A common resume mistake is to use too many points! If your work experience section is simply a list of items, they lose efficiency because the reader's eyes glaze right over them. Reserve bulleted lists for items that you really want to select. A one-sided resume is generally sufficient for a young professional, but a two-pager is preferred for more experienced job seekers. If your resume goes to a second page, include a header with your name, phone number, and email address in case the pages become separated. You can also include your LinkedIn profile address in your head if your profile is updated. 8. Right Font, Right Size Avoid overused fonts like Times New Roman and Arial, and instead try Calibri or Cambria. In terms of font size, 10.5 or 11-point is usually the way to go. 9. What to leave of your RESUME Did you notice that our revised sample resume omits the John B. Doe street address? Many applicants are just listing their city, state and zip codes because of concerns about identity theft – and that's okay. Something else to exclude is the Professional References Available Upon Request line at the bottom. It's obvious! Once you've been working for more than five years, it's also not necessary to list every position from early in your career — or even your graduation date — if it's not relevant. By the way, the latest grads are recommended to only include their GPA if it is 3.5 or higher. Final Thought If you haven't looked at your resume in more than a year, Berenson told Clark.com it's a good idea to dust it off and update it so you're ready when the perfect job opportunity comes. When you're done with it, have a family member or friend look over to check the grammar, tense and spelling. Overwhelmed by all this? A job seeker may want to consider working with a resume expert if they struggle to write about themselves or if they are not being called for interviews. To help you with the writing process, click here for a printable version of Berenson's trial resume and advice. Free resume templates may sound like something a creative professional might want to avoid using, especially if you're a graphic designer. But that is not really the case, for two reasons. First, most employers are not looking for overdesigned, flashy resumes; they just want to digest the basic facts about you in a clear and stylish And secondly, if you want add your own design touches, then free resume templates are usually customizable in your favorite software, whether it's Photoshop or Illustrator. Having said that, free resume templates are not widely known for their high quality. But there are some decent ones worth downloading, and we've rounded up 16 of the best here, each offering a slightly different take on the format. Want some inspiration before you start putting together your CV? These examples of creative resumes all stand out from the crowd in original and imaginative ways. And to include brilliant typography, here are the best free fonts around.01. Professional free resume templates are created by designers who are relatively new to the profession and looking for exposure. But here is a notable exception. Chris Do is the award-winning designer, founder and CEO of Santa Monica studio Blind. And he has made the template for his personal RESUME free to download for job seekers in the industry, via online training platform The Futur. The document comes in both an Adobe Illustrator file and a PDF, and the design is fairly straightforward and formal. And while it's not exactly going to wow someone as a visual, that's kind of the point. The fact that this is based on the real resume of such successful creative highlights as less may be more in terms of job applications.02. Stylish free resume templateImage: Fadhli Robbi Next on our list of free resume templates is this stylish design from graphic designer Fadhli Robbi. Created in Adobe Illustrator, you can edit this template to create new color schemes, add or remove selected sections, and change fonts to fully reflect your style. 03. Clean and colorful free resume templates we've seen in a long time. Designed by Raka Caesar, it offers a very visual guide to your work history, using icons to reveal your interests and a chart-type system to convey your relative strengths in different skills. The file is in PSD format, so it's fully customizable if you want to replace or add any content. 04. Free resume template with business cardPicture: Alamin Mir It is very handy when free resume templates come with extras, and this one fits right into that bracket. Created by Alamin Mir, in collaboration with Grapphiora (formerly Pixelll), this package includes a cover letter, resume, picture portfolio page and bonus two-sided business card, and everything is fully customizable.05. 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Three-piece free resume template covers all bases with three sections: a main info page featuring eye-catching progress bars to illustrate your main skills; a cover letter, and a portfolio section where you can add a selection of your work, in the form of images and short descriptions.08. Vintage-style free resume template mage: Graphic Google This excellent vintage-looking template has delightfully earthy tones, and comes as an AI file so you can adjust it to your heart's content. However, be aware that the fonts are not included, so you must either hunt them yourself (they are all free fonts, fortunately) or replace your own.09. Creative designer free resume template lmage: PSDFreebies Fully layered and well organized to keep the customization nice and simple, this bold and punchy visual template allows you to get yourself and your skills over quickly, without messing around. It comes as a printable 300dpi A4 PSD, ready for editing in Photoshop.10. Project-based free resume templateImage: Graphic Pear Depending on the type of application process you are dealing with, it may be useful to include samples of your work within your resume. This most attractive of free resume templates is perfect if you have images of visual work that you want to include, and there is also room for a cover letter. 11. Timeline free resume template Image: Patryk Korycki This timeline-based template was created by graphic designer Patryk Korycki. Delivered as an AI file, it employs free fontopen sans, with various areas available to enter your training details, skills, interests, and more.12. Stylish free resume templateImage: Ikono This most elegant of free resume templates features all the details you need to include, along with a neat sidebar holding a profile and references. There is also a timeline where you can list your employment history, an online profile section to show how social media-savvy you are, and a software bar graph to show off your skills. It comes in PSD, AI and INDD format.13. Icon-based free resume templateImage: Báez If icons are your thing, check out this coolest of free resume templates from designer Fernando Báez. A sectionalised design, complete with stylish type and icons included (you get RESUME in AI format and the icons in PSD), this template allows you to customize it with your own icons too.14. Typography-focused free resume template mage: Pixeden Here is one of the free resume templates that may not be to everyone's taste, but that certainly makes an impact. A central typographic column bursts out to boxes where you can add your tasks. The template comes in Al format so you can easily export a PDF — and it comes in black and white so you can get creative with colors.15. Simple free resume templates. This one puts your profile at the top, then lists experience and training in simple boxes. There is also a professional skills section that allows you to give yourself a percentage score on language and professional skills. The Illustrator file gets most of the color to help the reader.16. Pure free resume templates comes from designer Mats-Peter Forss. Available in both PSD and AI format, it has a Smart Object header, so you can quickly and easily link in an image of your choice. It's A4, 300dpi, and with 3mm bleed, so completely print-ready. Just add your logo, bio, experience and so on, and you're ready to print and post. Related articles: articles:

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