

Why it's important to have a resume

Many job seekers don't understand the importance of writing a professional and complete resume. Many people often quickly piece together a poorly designed, error filled resume and then wonder why they never receive a call for an interview. A resume is more than a documentation of your education and professional experience. Your resume is your first impression.

Here are four reasons to create a resume:

Gives a Professional First Impression

Unless you've met your future employer in person, your resume and cover letter will likely be their (employer) first impression. When reading your resume, your potential employer will automatically form an initial opinion of you that's likely to remain throughout the hiring process. A sloppy resume with spelling mistakes, formatting errors, ugly fonts and missing information can be a one-way ticket to the rejection pile.

Tells Your Employer about Your Experience

First and foremost, your resume is important because it lists your academic and professional experience. Employers are looking for qualified individuals whose academic background, job experience and professional skills match the profile of the position for which they are hiring.

Improves Self Knowledge

Many people overlook this positive aspect of resume writing. One of the things that employers love to see in a job applicant is highly developed self knowledge; that means knowing your strengths and weaknesses, having clearly defined career goals and knowing what makes you unique and valuable in the work force. The process of writing a resume can really help you define these things for yourself. A general rule is that a resume should not exceed one page, and the process of reducing your entire work and educational credentials to such a short document can help you create a more clearly defined professional identity.

Gets You an Interview

When an employer asks to interview you, you know they are at least somewhat interested in hiring you. This interest likely stems from what was on your resume. Having a professional resume that really stands out among other candidates can catapult you from the endless pile of other resumes to the interviewee's chair.

Don't forget CFS2 will create your professional resume for you at no cost

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