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You know you have to adapt your resume for every job you apply for. But while this is true, there are a few changes you can make to your resume depending on the current stage of your career or the one you are on the cusp of hacking. Before you make smaller adjustments to suit this job description, these are some tips to consider to update your resume according to the stage of your career. Tip 1: Write a strong career goal. Some resume experts advise job seekers to stay away from objective statements, but this is more likely to help than hurt you when you are just starting out and may be lacking in professional experience. The key is to write a new one for every resume you post. They are designed to be directed at your target company; The general can sound vague and pointless, and shows the hiring manager you're just sending applications in bulk and hoping to have one stick. A thoughtful, personalized career goal makes you look like an applicant who is serious about being able to work there. Your career goal should be three max sentences: the very introduction that emphasizes your strong attributes is a clear statement about the position you are applying for (can be taken directly from the job list) offer that emphasizes how your skills (and experience, if you have any that is relevant to the job) make you a great fit for the company click to increase. Image: Via Resume Companion Related: Former Google Recruiter reveals the largest Summary of MistakesTip 2: Put your education section first, especially if you're straight out of school and don't have much work experience. It also needs to be more comprehensive than someone with significant professional experience because you use academic prowess to market yourself. However, if you think your work experience is a stronger selling point than your educational experience, list that instead. It's important to remember that your employer doesn't necessarily read all your resume, so don't save the best for the latter. Related: It's part of your resume that recruiters look at firstWhy it works for: The first tip works because it shows a willingness to go the extra mile, something that many entry-level applicants wouldn't dare do. And the second advice is great early preparation in a crucial lesson that many candidates don't learn for the rest of their careers: a summary of a malleable-no-set formula, so you need to build them in a way that shows your strengths. Related: The ultimate checklist for a digital update to your ResumeTip 1: Use a professional profile to introduce yourself. Riffing on an objective statement, this The introductory section is a little more focused and result-oriented. It should include four sentences or bullet points that emphasize the following: the most relevant relevant Your area of knowledge of the most relevant skills establishes one significant career achievement tip 2: Next, add an abbreviated section of education and then a basic competency section. Your education is still worthy of attention if you apply for an associate level role, but this should be a surface description: your degree, university, year, and perhaps a small highlight (Dean's list, honors, etc.) right below it. But it's all - don't get fancy. Next, your core competency should be a three-column, bullets section that allows employers to quickly assess what you are capable of. This section can stand out because of the formatting, so make sure it's filled with big selling points. For example, if you're applying for an IT job, turn on HTML and JavaScript. Click to zoom in. (Image: via Lauren McAdams) Why it works: A professional profile is a solid option for an associate-level resume because it immediately highlights specific, quantitative data about what you've done so far in your career. This gives the hiring manager a better idea of what you bring to the table before even scanning through your experience in individual companies. And the reason the basic competency section works is because it makes you seem highly skilled, even if you may not have a significant amount of experience. This also makes your resume stand out because these key bullets are easy to remember,

giving the hiring manager a few positives to take with them during the interview stage. Mid-CareerTip 1: Add a resume of qualification. You can't go wrong with either a professional profile or resume qualification to start your resume if you have enough experience. However, the latter is great if you have a decorated career in a particular area. This is a six-bullet summary introduction that gives you the ability to quickly identify the following: your credibility in a certain area (experience and basic skills in this area) your creativity/ability to solve problems (using your best relevant example) of your performance (example, as you have increased efficiency or saved time or money) your ability to succeed (list appropriate, notable rewards or careers in the future) your management skills (the number of people you have trained or managed, or any examples of leadership prowess) your communication skills (with customers/customers or in your own company/team) is an effective tool because it quickly creates the image of a multi-faceted candidate who can succeed in a variety of ways. It makes you look dynamic, and quickly conveys a degree of competence that is not always discernible from a career goal. Also, by the middle of your career you might consider a big in a career, so putting emphasis on your skills and experience, not just the last role you took, is a smart way to seem adaptable. Click to Image: via Resume Companion Tip 2: Fix the Professional Experience Section. All previous tips and templates focus on sections to add to the top of your resume before you get to your work experience. But midway through your career, you've built up enough experience that hiring managers will likely scrutinize it. These are a few things to do: Use three to five bullets for each position. This will make you think about your most impressive achievements and processed tasks) Start each bullet with a strong verb action, how implemented, coordinated, etc. Put your current work now strenuous and your past jobs in the past tense. You really have to do it on every resume, but a lot of people forget and it just looks sloppy not to nail it to the middle of a career. The quantitative score, the quantitative score, the quantitative score! Be specific and use as many numbers as possible. Click to zoom in. (Image: via Lauren McAdams) Why it works: At this point in your career, your experience section should be enhanced. You are not new to the workforce, so you can't afford to leave your resume naked or boring. Unlike an entry or associate candidate, candidates at this level are expected to have specific skills that they have spent some time developing, so both of these tips will help you put them on display. Senior LevelTip 1: Set your leadership credentials. If you are applying for a senior position, it is important that your experience and effectiveness as a leader be evident early on. It's a good time to restore that professional profile section just to keep it brief. Just a sentence or two, you should mention: two key adjectives that explain your key work competencies (try to align them with what you think your target company is looking for) are the position that you work in how long (in years) you have been in that role with the most impressive quantitative achievements Click to increase. (Image: via Lauren McAdams) Tip 2: Then add the demonstrated achievements right below it. As a person claiming a leadership role, you want to be able to clearly assess your experience. Using interest rates, dollar totals and time frames (in months or years) will help you do your thing. Check how this leader used 10 numbers at only two bullet points, if you can achieve this type of quantitative assessment, your senior level resume will make an impact: Click to zoom in. (Image: via Lauren McAdams) Why it works: Both of these sections can help you avoid getting carried away by the length of your resume. A two-page summary is normal for the applicant level, but only if they have sufficient relevant experience. Three pages may be good under some circumstances for executive roles, but they are better to be a great three page filled with quantitative information, specific skills, and super-appropriate details. Otherwise, to make a mistake on the side of one page, page, Framing your leadership chops follow your data-supported achievements-all before hiring managers digs into the details of your work history. Jeff Scott is a career consultant and resume expert at ResumeCompanion, where he provides careful advice to help novice job seekers gain an edge in the competitive U.S. job market. An impressive resume can be the difference between planting your dream job and someone else getting it instead of you. The details you include in your resume are extremely important. But you also need to be sure that the look is clean and professional. These free Microsoft Word resume templates will help you with a great start. Each of them will provide you with layout, fonts and formatting you need to create an outstanding resume that suits you. 1. A simple resume template with four main sections, this template is suitable for anyone but is perfect for those who are just coming into effect. If you have limited educational and professional experience, you can easily list these subjects. And for achievements, you can add any special recognition at the bottom. This resume template is neat, clean and simple. 2. General Resume Template Here's another basic, free resume template for Microsoft Word in just a few sections. You can include a resume with your experience and education in a clear, attractive way. The template has a fourth section labeled with computer skills that you can use to add yours. But you can also use this area to highlight other skills or achievements. 3. Keep it a simple resume template for another simple resume template, this one offers basics with additional sections. You will see places for your education and experience at the top. You can then use list formats for achievements, volunteer work, and professional skills. This is a good template to use if you need these extra sections, but want to keep them short and sweet at the same time. 4. Summary for recent college graduates properly named, this free resume template is perfect for those just starting out their careers. The emphasis is on education with spots for degree type, basic, minor and related coursework. The next section covers your work skills and then comes your work experience at the bottom. So if you've just finished or are about to, check out this option. 5. Chronological summary template, modern design This next microsoft Word summary template gives you space at the top for resumes or goals if you like. Then you can add your experience, education and skills. Use the area of action at the bottom for anything extra that you want to highlight. For those who want a chronological resume template with splash of green, you like this option. 6. Chronological summary of the template, traditional design Maybe you like the chronological pattern, but prefer the traditional look without color. If so, it's a template for Each of the sections is divided nicely with a bold line and a headline. Most notable in this option is formatting for an experience that uses almost a column as a layout. 7. The traditional pattern of summary elegance for a chronological resume template with a refined appearance, this option is called elegant. Of course, it starts with a section for your work experience and your education comes after that. But you can use the profile area at the top to emphasize your skills. The template has good section dividers and bullet points that add to its appearance, making it suitable for any professional. 8. Chronological summary template, minimalist design This free chronological resume template offers a modern font with a classic look. Each section of the headline is left, making it easy for your potential employer to view. You can use additional sections for objective, communication and leadership, or simply remove those you don't need. This is another great template for almost any type of work or industry. 9. Functional resume template, Blue Line Design If you think a functional resume is more effective for you, then this template is a good choice. It has a small amount of blue at the top with a bold line that makes it stand out. Then you just list your skills, achievements, work experience and education in that order. 10. Functional resume template, legal Another excellent functional resume, but without color is the next template. You can start with a resume at the top and then go to list your key competencies with attractive bullet points. Your work experience and education come after that, making this a good functional version of the resume template for most of those who do. 11. Functional summary template, CV Traditional Design This functional, free resume template offers classic design. Group your professional achievements across the field or area and then list more information at the bottom with bullet points. Then add your experience with simple dates, names and places along with your education. When you need to emphasize your skills and achievements, this functional resume template will help you make it easy. 12. The combination of Summary Pattern, Economic Although this template seems to be functional with the skills listed at the top, the work experience section also stands out. So this is a great option when you really want to highlight both. As with many other templates, you can turn on the lens or delete this section if you prefer. Overall, it's a hands-on format that can be exactly what you're looking for. For something more modern, that includes photography, on this resume template. It has a nice layout with basic sections, an attractive color scheme, and a spot at the top for your photos. While most resume templates you see don't include photos, this may be an ideal option for someone in a creative creative And for another option in the creative field, check out how to create a resume from scratch with Canva. 14. Film Strip Summary Pattern Another super option for those in the creative field is this film band-themed summary template for Microsoft Word. For graphic designers or photographers, just add your own images to the strip along the side. Then pop into your data like professional profile, work experience, and skills. This template gives you a great modern way to showcase your work. 15. High Impact Multi Color Summary Pattern If you like displaying your designs or photos, here's another terrific resume template. You can add one great picture at the top with your name and titles. Turn the experience right under it and then put more images at the bottom with your achievements. 16. Presentation Slide Summary Template Maybe an infographic summary is something that interests you. This one offers an attractive layout with multiple colors and a place for photography. With each position in your experience working a different colored headline, this one is easy for potential employers to scan. It also gives you room for a timeline to show your employment dates and the ranking scale section for your skills. If this is the way to go for you, then take a look at these additional resume infographic templates for more options. 17. Summary for internal company transfer No longer available When you need a resume specific to your work move as an internal translation, this one is perfect. This allows you to highlight your achievements at the top, list your skills, and then incorporate work experience and education. It's pure and to the point. 18. Veteran Elementary Teachers Summary Pattern do not be fooled by the name of this free template because it can be used for various teacher or professor positions. You can include a short introduction and then highlight your core competencies. List your work experience and then finish it with your key contributions. This is a great option to really make your achievements in education shine. 19. Computer programmer Summary template for those in the technology industry, this free resume template gives you an easy way to show off your skills. You can start with a resume if you like and then switch to your computer skills. Next list your experience with bullet points to emphasize your responsibilities and then finish with your education. And you can take a look at these tips for creating resume programming too. 20. Executive Summary Sample Pattern If you are applying for an executive position, then you probably need a resume that allows a lot of detail. This two-page template gives you plenty of space and sections in order to make your experience and skills stand out from the crowd. Add basic competencies, career highlights, work experience, education and affiliation. Remember that you can delete any section you don't want just to keep your resume shorter. Good luck finding a job now that you have these free Microsoft Word resume templates, you're one step closer to getting this perfect position. And for additional options, you can check out these free resume manufacturers or these resume templates for Adobe InDesign. We have also written a guide to creating a cover letter. Good luck with your endeavors! How to combine multiple ISO files into one bootable ISO image If you have multiple live CDs to restore your desktop, consider using MultiCD to compile them into one drive for convenience. 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