



5 Tips for a Winning Resume

By Eddie Stephens

Anxious job seekers, speaking from experience, would admit that poorly executed resumes stifle career opportunities. A high percentage will admit to not feeling certain their resume represents them as well as it could.

Many job seekers believe their resumes have actually ruined their chances of even getting an interview. As a professional writer, Eddie Stephens has discovered five helpful hints for creating a winning resume:

- 1. Always have a job objective.** The first line of your resume should clearly state the position you are seeking. A specific objective shows an employer that you are focused in your career goals and know exactly what you want.
- 2. Use powerful action words.** Employers are effectively impressed when you describe your work experiences with strong action words. Why say you were “responsible for” a department (passive), when you can say that you “managed” a department (active)? Strong (resume-worthy), action words like managed, developed, authored, and negotiated, ignite opportunity as they highlight your skills.
- 3. Use bullets generously.** Catch an employer’s eye instantly by using bullets to highlight your unique qualifications, achievements, and capabilities. Bullets force him/her to read them by breaking-up blocks of text and creating more white space – a key to making your resume more visually appealing.
- 4. Be focused and selective.** Apply for only one job at a time and include only information that supports your specific job objective. Leave information off your resume that you believe could actually hurt your chances of getting an interview (e.g. omitting an advanced degree will prevent appearing overqualified for a particular position).
- 5. Call a professional.** When you don’t have the time to write your own winning resume, you can always call a professional. [writeWaves](http://www.writewaves.com) offers resumes, cover letters, and thank you notes to win the job you want. They even personally guarantee you’ll get a job interview when they write your resume — and won’t stop writing until you do.

Eddie Stephens’ writeWaves studio – provides resume writing services as well as professional freelance copywriting services to small businesses, corporations, and the business-to-business, business-to-consumer, direct-mail, and service industries. Contact him at (918) 808-6885 or <http://www.writewaves.com>.