



Why Help with a Resume Is Wise

[personal coach](#) , middle management personnel, and executives who find themselves suddenly unemployed will need to seek Professional Resume Service before beginning the process of looking for another job. This first critical step is required even before registering with a recruiting agency. Information included on resumes, styles of formatting, and how to present career highlights have changed several times over the past decade or two. Dusting off the old resume and adding the last job and salary will not be enough to capture the attention of the human resources (HR) personnel.

Professional Writers

Professional Resume Writers are trained in the latest trends and formats preferred by HR personnel today. There are often hundreds of applicants for a handful of positions, so a resume must instantly stand out to result in a call back for an interview. The standard time any resume will be glanced at is estimated at ten seconds. If no highlights jump off the page, that resume will get filed for later positions. In the job market of today, it does take a Certified Resume Writer to get desired results.

What Else Should Be Included?

A resume in an envelope is not enough information to be considered for an interview, let alone the job. [career consultant](#) of information is provided for reference and more details than the resume can fit. A cover letter is the first change to make a professional and memorable impression. Some companies will ask for a letter of interest and then decide who will be invited to send a resume from that point.

A reference list is now standard rather than adding references at the bottom of a resume. A separate list allows candidates to include information regarding what capacity the reference knows the applicant, complete contact information, and how long the reference has known the candidate. A salary history is customary to include in the packet as well.

Following Up

A follow up letter will remind the HR person who the candidate is and what special skills are offered. A thank you letter after an interview is another way to keep candidates fresh in the minds of HR personnel. If [job coaching](#) is offered to someone else, you have at least made an impression with that company. HR Directors network with each other, so one resume and accompanying packet may be passed onto a director who does have a vacant position.

Consider Coaching

Coaching services are valuable to hone skills for interviewing, presentation, and asking questions during the interview. There are multiple services available to suit the needs of any job seeker. Check out what is offered and decide which services will make you more confident and feel more prepared for job searching.