



The Elements Of A Professional Resume

In Kansas, professional resumes must include specific information to attract job offers. The details must show why the applicant is the right fit for the job vacancy. The employer should be able to review the resume and determine if the candidate qualifies. Reviewing the elements of a resume with a Professional Resume Service helps candidates get the most out of their resume.

Clearly Legible Personal Details

The applicant's personal details must be clearly legible and at the top of the resume. Their name, address, phone numbers, and email address should appear on the resume. The applicant shouldn't add their current work number on the resume. It will appear in the job history.

The Objective of the Applicant

The candidate's objective for the resume should appear next. Essentially, their objective statement is what they want to achieve with the resume. For instance, a candidate who wants to become gainfully employed through an electronics store must identify the objective clearly. It is also important for the individual to specify whether they are interested in management in the future.

The Highest Education Level

A functional resume doesn't require the applicant to list their entire education on the resume. [career counselling websites](#) have achieved is listed within the section in most cases. However, if the candidate has a degree in more than one field of study, the resume writers will include additional college degrees. It is important to add the type of degree, the name of the school, and when the applicant attended. Some employers may want to know their GPA, too.

Work History for the Last Ten Years

The work history is the section in which most applicants make mistakes. Employers aren't interested in work histories that go beyond the last ten years. However, if a previous job is in the same field as the job vacancy, the Professional Resume Writers add it to the resume.

Awards, Honors, and Certifications

Any academic or job-related awards won by the applicant must appear on the resume. If they graduated with honors, the writers will add the information, too. All certifications received are added to show the employers what skills he or she possesses.

In Kansas, professional resumes help applicants get their foot in the door. [career advisor](#) give employers a better first impression of the candidate. The details on the resume establish eligibility for the job and help the employers make a fast decision. Candidates who want to learn more about professional resumes contact a Certified Resume Writer right now.