

RESUME

Resume is a document which contains information about skills, job experience, education, and other related relevant information that is usually required for consideration of a candidate for employment.

- 01 Give your full name in bold font

- 02 List your employments starting from the first one to the latest giving reference to company's works or its site

- 03 Describe what exactly you did at your work, avoiding standard phrases

- 04 Describe your skills in clear language avoiding common phrases, giving accent to non-banal skills

- 05 Add your photo — only one and strictly business-style or smart casual, avoiding selfie

- 06 Check for mistakes and typing errors

- 07 Add contacts of those who can give recommendation to you

- 08 Indicate your desired salary

- 09 Prepare your resume using laconic visual means or samples on, for example, [ICanChoose](#)

- 10 Save the file in PDF format that will guarantee that the font will remain safeguarded and the document will be possible to open on any device

- 11 Add reference to your social networks

- 12 Add reference to your portfolio

- 13 Indicate your contacts — e-mail and telephone

- 14 Check name of the file with the resume, for example, Ivan_Ivanov_manager