

УДК 307. 014. 53

Anna KOZLOVSKA,

Associate Professor of foreign languages department, Academic and Research Institute of Business Technologies «Ukrainian Academy of Banking» of Sumy State University

THE BASIC PRINCIPLES OF RESUME WRITING

The only valid function of a resume is to get you invited for an interview. It is an advertisement of your skills, experience, and knowledge, presented in their most favorable light. The present research is aimed at formulating the basic principles of successful resume writing.

The first principle can be expressed with the phrase «Brief is better!» Your resume should be written on a single page and shouldn't exceed two pages. We should bear in mind that employers read piles of resume that's why they are short of time to read long papers. The second principle deals with the format of a resume when you mention your name, address, telephone number on the top, then your objectives and summary of qualifications, accomplishments, employment history, education, and related activities and affiliations.

Speaking about optional categories career objectives, summary of qualifications, and your personal data may be included in your resume. Visual impact is one of the most important principles which should be used throughout your resume. Even if you are sure that your resume is perfect get your final draft proofread by someone reliable. It should be mentioned that internal integrity prevents your resume from being poorly written. Your job or career objective must be supported by the accomplishments you list. Employment history should be well-structured. In a chronological resume a balance between job content and accomplishments must be found. Moreover, you should list your current position first working back chronologically and use action verbs and phrases to best present the facts to your advantage. In addition, you may list organizations of which you are a member and awards.

Even if you are not looking for a job your ability to write an effective resume is of great importance. Firstly, employers can offer you a job just having your resume at their disposal even if your resume was written long ago. Secondly, you can observe your experience just having all the data written on paper. And finally, a well-written resume helps you to be more competitive in the process of job hunting.

Writing a successful resume is an art, that's why basic principles must be kept in mind.