

HOW TO WRITE A RESUME

как правильно составить резюме на
английском языке

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HOW TO WRITE A RESUME

- 1-2 pages
 - easy to read
 - well-written objective statement
 - error-free
 - enough copies for everyone
 - accomplishments quantified
- 1-2 страницы
 - Прост в прочтении

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Bad objective statement

- In applying for this position I hope to start at a base level, part time position and move up for there. I'm looking for a long term job that will lead to a career with your company
- I'm am very interested in becoming apart of your team and business so we can grow together. I think I would be a great assest to this company because I'm a hard-working person who really knows how to manage a business

Good objective statement

- A position in the travel industry, with a focus on sales and client relations
- Position as Personal Assistant/Office Manager
- Position in Project Management
- A position in teaching Secondary English at the high school level

HIGHLIGHT THE MOST IMPRESSIVE ITEMS THAT MAKE YOU A GOOD FIT FOR THIS POSITION

- Coached a team of 12 salespeople
- Lead 10 to 15 person staff in delivery and sales
- Worked with Nickson Financials the past 2 years
- Responsible for growing my business and leading my staff in sales and customer service
- Responsible for team selling

DON'T GIVE A LOT OF PERSONAL INFORMATION

- **Playing sports such as football, baseball, swimming and several other things and just living and loving life**
- **I have decided that I need to have a job and be creative**
- **I believe in the product and I know my enthusiasm will compel the clients to return**
- **I also enjoy singing and making jewelry**

ACTIVITIES AND HOBBIES

During my free time I like to cook, and dessert for my friends and family. I enjoy travelling to cities, and rural areas, to observe the inhabitants, artwork, architecture, and nature while documenting it with a camera. In order to stay healthy I enjoy exercising, and bike riding. With friends and family, I enjoy playing, and watching soccer, baseball, basketball. I like to spend my time reading, classical pieces of literature, as well modern dramas.