

# **Professionally Written Resumes: Your Future Depends on It**

## **GradResumes**

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The only information a hiring usually has about you as a job candidate is the information presented on a resume and in the cover letter. It is also the only information that a hiring manager may have about the other five hundred candidates. Given that there are often large numbers of candidates applying for one position, you need a resume that will stand out.

### **Using a Professional Resume Writer**

A professional resume writer is familiar with the job application process, and knows how to present your information in the best possible way. A professionally written resume can definitely help your resume stand apart from the crowd.

Writing a resume is a difficult and daunting task for many people, including those who have been in the workforce a number of years. For a college student with little or no work experience, the idea of writing a resume may seem like trying to do the impossible.

A professional resume writer knows the types of questions to ask to learn more about your background, education, skills, and experience, and then put this information into a cohesive marketing document called a resume. Additionally, a professional resume writer has typically written hundreds or even thousands of resumes, including many for new graduates and college students. Whereas you may be unsure which information to include, a professional can determine the most appropriate information to include and how to best present it. The result? A resume that stands out!

### **How Does it Work?**

Depending on the service you choose, your writer will obtain as much information as possible from you regarding your background. You will need to provide information for your college resume including work history, education, volunteer work, professional memberships, skills, abilities, and anything else that may help your resume rise to the top. Most professionals will provide you with a questionnaire to fill out, will ask you a variety of questions, or both. Some resume writers work through the Internet, some by phone, some in person, and some

using a combination of these communication methods.

### **Choosing a Professional Resume Writer**

When choosing a resume writer or service, look for one that uses resume writers certified in the industry or who have degrees or other, legitimate credentials in the careers field. A number of organizations certify resume writers. Some of the more respected certifications include Certified Professional Resume Writer (CPRW), Master Resume Writer (MRW), and Nationally Certified Resume Writer (NCRW).

Many career counselors and career coaches provide resume writing and additional services, such as assessments, interviewing skills, and job search strategies. Which service you choose will depend on your needs, budget, and comfort level with the organization, and method of communication. Some people enjoy the convenience of working online and through email, while others prefer the immediacy of face-to-face contact.

If you want your resume to rise to the top and obtain those coveted interviews, consider using a resume writing professional. Your future is at stake!

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