



1. One page length is great, almost necessary – keep in mind.

2. Customize resume for your job offer requirements - more versions.

3. Contact information - normal nick of e-mail is important.

4. Photography

- from 9 of 10 positions is good to have suitable photo.

5. Short Professional Goal

6. Short summary - your best assumptions/strengths for position.

7. Work experience - chronological from the most recent one

-References contact

- Certificates with date and institution

-Courses with date and institution

8. Education

-your last successfully finished education

9. Skills

-Language skills

-Computer skills

-Personal skills

10. Hobbies and others - please be more specific

-Others (volunteering, driver license, IQ tests etc.)

+

Tip: It Looks well and trustworthy if resume contains your signature

All ten and much more rules are used in our resume templates.

Feel free to use your coupon **68go** and get 20% discount on every template.

GO