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Otherwise, you can save heaps of time by using a premade professional resume template to avoid any mishaps with layout or font selection. With hiring managers spending an average of just 6 seconds on each resume, it's essential to make a strong impression quickly. You want to be "modern." You also want to be dignified and refined. Before you get to the interview, an HR professional or recruiter will read your resume, so it should still be naturally understandable to recruiters.4. Focus on Achievements, Not Just ResponsibilitiesYour resume should highlight your accomplishments, not just list your job duties. The average resume is 489 words long, striking a balance between being informative and concise. Include the name of the institution, degree obtained, and graduation year. Add any other section you want to show in your resume, such as skills, certificates, languages, or a professional summary. Finally review your resume, making sure there are no typos or errors and that all information is accurate. Once satisfied download Your Resume for free in the PDF format. The nice thing is, unlike other resume builders, with GetYourCV you can create your Resume without registering or creating an account. The dignity and the refinement can come from a classic layout and the power words /vocabulary you use. Click save, and you'll have a professionally formatted resume in no time. The first thing they look at is the current position - start/end dates + company name. Edit and download a fresh resume copy without any account registration. Choose a simple, well-structured resume template in neutral colors, and you'll always get a positive impression from a prospective employer. Why use GetYourCV Resume Builder? Accountants, bankers, MBAs, salespeople and other professionals face an interesting challenge. Problem is, everyone else is doing the same thing. 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But merely listing all the entries in reverse chronological order will not land you that interview call. Yes, it's possible to be all of these things with the right resume. Use quantifiable metrics to demonstrate your impact, such as "increased sales by 25% over six months."5.

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