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Job Hunters And Their Resume Package

What any good job hunter needs is a resume package. The cover letter and resume always go together and do the same basic thing in slightly different ways. A job hunter without both of them will probably not get very far in the search for a good career position.

With that in mind, let's take a look at what these crucial documents should do for you. The first part, the cover letter, is a short one page letter consisting of three or four paragraphs. This will also serve as an introduction to the resume. It is the part that will always be seen by the gatekeeper.

For the second part, it is the resume itself. There are many job hunters who make the mistake of thinking that they can just leave a resume without a cover letter. That would be just like putting on a suit and tie but forgetting the pants or the shirt. They are like a package in which they go together.

The resume itself may be in either functional or chronological format. The functional format concentrates on skills. Employment listings is what the chronological format concentrates on. In order to create a combination resume that gets results, the most effective resumes would use elements on both formats. This should also be laid out in a graphically appealing style and it should have adequate use of white space, bullet points to draw attention to important parts, and conservative fonts used. While you will occasionally bold face or italicize a font to draw attention to a point or break up a large section of type, changing fonts often makes it hard to read, so stick with one basic font. Not to mention that you should never go smaller than ten point type, and if possible stick with twelve or eleven point. If you use these sizes, then it will be easier to read. If your cover letter and resume are in a small type and hard to read, they simply will not be read, and will not help you.

Many job seekers wonder how they should present the resume package to the decision maker. Several acceptable methods are available for this. When you mail it, you need to use a large nine by twelve white envelope in order to avoid folding your materials. The white envelopes look nicer than the tan manila commonly used in business. Not to mention that generally, the first thing that people open when they get their mail are large envelopes. If not the first then they may save the large envelope for last. Either first or last is a good thing since people tend to remember the first and the last, the alpha and the omega, while forgetting much of what it in the middle.

If you are hand delivering your documents stop by an office supply shop and pick up a clear plastic folder with a pressure binder spine and place your cover letter and resume in it. Not only does it make a great presentation, it will also complement it perfectly. You are on your way when you use these tools well.

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