

|
by B N

Submission date: 22-Jul-2021 03:46PM (UTC-0400)

Submission ID: 1622829726

File name: Research_on_Resume_Writing_and_Interviewing.edited.docx (14.29K)

Word count: 814

Character count: 4738

Resume Writing and Interviewing

Name:

Institution:

Course:

Instructor:

Date:

1 Resume Writing and Interviewing

Resume Writing

A resume is a deed one presents that spells their professional background, competence, and accomplishments (Clarke, 2016). Resumes are used for different reasons, key among them is to secure work. A resume is a tool that wins one an interview with a prospective employer. If it wins a job seeker an interview, it has achieved its purpose and is deemed effective. However, if it does not win one an interview, the resume is non-effective. A good resume is not simply about storytelling but makes good declarations that all commercials do. It tells the prospective employers what to expect should they decide to hire the candidate and the potential benefits of working with a job seeker once employed. This paper highlights the resume writing and interviewing process.

As suggested earlier, a good resume is meant to convince the employer that one has the necessary skills and experience needed in the job (Clarke, 2016). It motivates the hiring manager to call and ask a job seeker to come in for a question-and-answer session. That explains why a resume must be effective. Before attempting to contact potential employers, one must master the skills of resume writing to guarantee that all of the years of training and other experiences will pay off in the future career. A functional resume should be a brief and credible demonstration of qualifications, emphasizing education, accolades, strong points, work experience, and aspirations. Besides that, the introduction to a prospective employer should be concise, readable, and grammatically sound (Clarke, 2016). In addition to that, one can format resumes in a variety of ways. Some of the more prevalent resumes styles are as follows: An alphabetically organized resume lists a nominee's work experience in reverse order, typically encompassing the past 10 to 15 years. Starting and ending dates are provided for each position. A functional

resume organizes professional experience and skill sets by category or job role. The functional resume is used to highlight abilities that are relevant to the role being pursued. This format underlines relevant occupational capacities and relies heavily on experience descriptions to communicate competency levels. Unemployed people can also consider their resume to be one of several assets that comprise their brand identity and work in tandem to enhance their application form. In this case, resumes are typically do provide accurate data to a prospective employer.

Interviewing

Potential employees must know which inquiries are prohibited in a question and answer session and how to manage the situation if it emerges. In addition to that, employers must find ways to comply with applicable statutes while gathering the information needed to determine if a potential hire is qualified for the position (Untsystem, n.d.). When employing people, the recruitment process is a multi-stage operation. Publishing a job title, advertising a job, planning interview sessions, performing interviews, coordinating in-person interview sessions, following up with potential recruits, and making a hire are standard stages in the recruitment process.

Inquiries regarding religious belief during interview sessions are prohibited, such as questions about the interviewee's religious faith, ethnicity, sect, parish, church leader, or religious observances (Untsystem, n.d.). For example, employers may not assert that some religious people must work during their religious festivals, nor may they request reviews from the individual's religious leaders. Employers may, nevertheless, provide details about the working days required so that candidates can avert potential conflicts with their religious practices. There are various ways that companies use to conduct interviews. One method is via phone screening. Telephone interviews are a simple and effective way to evaluate job applicants. Phone reviews allow employers to assess an applicant and ensure they are a solid match skill-

wise before investing time in them with very few simple questions. At this phase, candidates should concentrate on elevated inquiries to meet the position's requirements. A potential employer can also settle for the skill test method of interviewing potential candidates. Using cognitive inquiries, employers can discover the perfect fit for every position and employ people who can boost productivity, efficiency, client satisfaction, and revenues. Employers ascertain the test objectives, such as character, ideals, and skillsets, and determine how applicants will be advanced or removed depending on the outcomes.

To sum it up, the best form of the interview involves the group panel. Applicants get an accurate analysis of the cultural values and the profession by meeting with a wide range of people. Team leaders get a clear understanding of the contribution the job applicant will make as a staff member. During the in-person interview, the job seeker should ensure that they have a copy of their resume for referencing purposes, together with their academic papers and any relevant testimonials.

References

Clarke. (2016, November 22). *Resume writing 101*. Clarke

University. <https://www.clarke.edu/academics/careers-internships/student-checklist/resume-writing-and-portfolios/resume-writing-101/>

Untsystem. (n.d.). *Legal considerations*. Welcome to UNT System Human Resources | UNT

System Human Resources. <https://hr.untsystem.edu/legal-considerations>

ORIGINALITY REPORT

2%

SIMILARITY INDEX

1%

INTERNET SOURCES

0%

PUBLICATIONS

1%STUDENT PAPERS

PRIMARY SOURCES

1**www.clarke.edu**

Internet Source

1%

2**Submitted to American Public University
System**

Student Paper

1%

Exclude quotes OnExclude matches OffExclude bibliography On