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SUBMIT RESUME - HOW TO PUT YOUR RESUME TO GOOD USE ONLINE

• Presentation: The first thing that comes between you and your employer is your resume. Therefore it is utmost necessary to present your resume in such a way that it captures the imagination of your prospective employer. Depending on the type of job, you need to keep visiting the site and make necessary changes to your resume. Even when on it is an online submission, you must make it a point to concentrate on better presentation.

Remember, employers often judge a resume on the basis of its appearance. That includes spacing, font, font-size, bulleting and highlighting of skills. You have to format your resume such that at first glance, it looks attractive and inviting. For the best results, you can ask your peers and elders for a better advice on the same. And if you're an experienced gun, you know your way as how to attract the top brass of the company. It is strictly up to your convincing skills coupled with experience to finally make your online resume as convincing as it could get!

• Relevance: Irrelevant applications give a bad impression to your employers. As far is sounding convincing is concerned, you have to be relevant as well. That means keeping the resume precise. When applying to a job (even on job sites), make sure that you understand the job description well. Also try to stick to the employers' demands as far as possible without compromising on your own expectations from the job. On getting an interview call, make it a point to clearly convey your aspirations and expectations from the job as well as what you shall be expected to perform.

• Be an Opportunist: Employers often test the buckling strength of candidates and hence may ask questions that tests the nerve of the candidate. The idea is to look for an opportunity to capitalize on. Look for areas that you're familiar with rather than starting afresh every time you change companies. In case if you've shifted companies often, resist from blurting out every detail in your resume. Instead keep something for the interview as well – tackle the employers as they try to gain on you!

• Resist the temptation to use too much of Jargon: This case is specially common with the freshers where they often go overboard trying to impress with their resume and hence fall into a self-made trap of using too much of jargon. You're inviting trouble as the employers dig in such kind of 'keywords' that may eventually result in you losing the job!

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