



HOW TO WRITE A RESUME FOR AN INTERNAL JOB

Remember you can only post a resume when you have followed the protocol and make it of apt use. If you are thinking that you shall decorate your resume on colored paper and make it "look" attractive, then trust me, it wouldn't work out.

The recruiters there are only interested to know what you have to offer through your work experience and qualifications. When you make a precise and to the point resume upload it on resume distributing sites and get your resume posted to multiple sites in a jiffy!

Your know-how

Well, first writing a resume is pretty easy, but what you have to ensure is to make it to the point and not seem preachy or bragging. Elaborate only on those criteria which require description and make your job profile suited to the requirements asked. Keep your Knowledge, Skills and Ability (KSA) short and precise. You should always use the OF-612 format to write a resume and make the title always catchy and attractive.

Among thousands of resume yours has to stand out, and when for internal jobs, your resume should be job criteria specific. Use keywords like "analyzer" so that the employer develops an idea about your job profile and you get your call. Writing a resume for an internal job is fast and easy, but for which you need to be updated of certain guidelines.

To write

How would you write a resume totally depends on you, but there are some resume writing tips which can be helpful. What you can do is, you can highlight your achievements, detail your existing responsibilities and also highlight your field of expertise. If you have any special criteria, mention it separately.

You can obviously at first go for networking and then post your resume, so make it a point to note that down if such connections are strong for you.

List the subjects you studied at college as well as the degree and GPA earned. Make use of the resume in the most profitable way by detailing only on the job profile rather than making it one long story of your background. Its not interesting.

The last bite

While writing a resume for an internal job it must be professional and staccato in approach. You have to detail your previous and present job experiences and also make well use of posting techniques so that you can reach the targeted employer. You never know what opportunity awaits you in a competitive market where you have to standout.

You can read a lot about resume posting, writing tips and methods, use templates available on the internet to make your resume look attractive and with the valuable info be considered by the employer. The move is to be smart, not hard.

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