



Kim Habibi Offers Tips To Build The Perfect Resume To Get The Job You Want

SARASOTA, FLORIDA, UNITED STATES, March 2, 2018 /EINPresswire.com/ -- One resident has noticed a familiar trend in their community. But that resident hopes to change it into a positive. [Kim Habibi](#) noticed not many residents have an updated resume or even started to build one.

"No matter how much work experience a person has, everyone should have an updated resume," [says Kim Habibi](#). "For many of these people, knowing where to start that has become the hardest part."

Because of these findings, Habibi wants to teach a class on resume building. Any person who wants to build their first resume or update their current one can join the class. Habibi adds it does not hurt a person to have a professional, updated resume ready to send to prospective employers.

"There are so many problems people have with building a resume," says Habibi. "Should I put all my accomplishments on there? Which resume rules or trends should I follow? These are just some of the issues people become flustered with as they sit and build their resume."

Habibi plans to address all of these questions and more in one class. But for those not able to attend her class in her community, she lists some rules every resume builder should follow.

Don't List Everything On Resume

[Kim Habibi stresses](#) that a person should not put every place they have worked on their resume. The person should think of their resume not as a comprehensive list of work history. But they should look at it as a selling point for them as the perfect person for that job.

"If a person is applying for an office job, they should not list their landscaping job from high school," says Habibi. "Look to include only relevant jobs similar to the job you are looking to attain."

Put Your Best Stuff Higher Up The Page

Having the best qualities, jobs, and accomplishments "above the fold" gives the best chance for the employer to catch the best of you. The first impression means the difference in gaining the job or becoming just another person in the stack of papers.

"You do not want to list relevant jobs and accomplishments at the bottom of the page," says Habibi. "Having these at the top means the employer will continue to have interest and keep your resume in the good pile."

Keep Your Resume To One Page

While this topic has become debatable over the years, Habibi stays with the traditional rule of keeping a resume to one page.

"You want your information to be concise," says Habibi. "Keeping it to one page is a good way to force yourself to do this."

If the person has enough relevant and vital experience, training, and credentials that take up more than one page, Habibi says go for it.

"But if you can tell the same narrative on just one page, do it," concludes Habibi.

"In the class, I will teach, attendees will learn how to cut content to fit on one page. But there are tricks such as using a smaller font and coming up with a design that fits all that you want."

Make Contact Information Stand Out

Many people do not know that you don't need to put your address on a resume anymore.

"But every resume should include a phone number and professional email address," adds Habibi. "Also, in the world of social media, listing your profiles would help too."

But Habibi stresses that a person should only list social media profiles if they are suitable for an employer to check out.

"You do not want to lose the opportunity for a job because an employer was turned off by your social media posts," says Habibi.

Habibi does plan to announce time and place of her resume building class shortly.

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