

# Resume Writing Tips



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## Resume Writing Tips

A resume or CV is simply a tool to help win an interview, more importantly it helps professionals visualize their career thus far and focus on their future career path.

Additionally, a resume will help you to visualize if you are “on-track” with your career goals. You’ll have a chance to quantify what you’ve done, which will help you visualize what you need to do next to maintain your value in the market.

Update your resume once a year, visualize your future (where do I want to be in 5 years), then insure you upgrade your skills accordingly, volunteer for projects, take part in courses or training which will help you achieve your long-term career goals.

Also, if you feel bored, take initiative and speak with HR or your Manager, take on more responsibility and apply internally for roles with more responsibility

Building a strong career starts today, you can proactively achieve the future you visualize.

When creating your resume, be sure to build it so that it plays to your strengths.

### Essential Components:

- ❖ Name (titles behind last name, e.g., Ph.D., MBA, CPA, PMP...etc.)
- ❖ Date of Birth (in Japan this is common)
- ❖ Home Address / Phone# / Personal Email Address/ Mobile#
- ❖ Ethnicity (in Japan for non-Japanese)
- ❖ Visa Status (in Japan for non-Japanese)
- ❖ Education
- ❖ Certifications/Qualifications/Publications
- ❖ Summary of goals/ambitions (based on your past achievements)
- ❖ Career history (reverse chronological order)
- ❖ Don't use personal pronouns (see below)
- ❖ Use bulleted format using active verbs indicating responsibilities and achievements, i.e. developed, increased, created, established...etc.

Currently many professionals are seeking new careers through online services such as LinkedIn, Glassdoor...etc., having a compelling resume is critical to be considered for an interview.

*We are experienced with creating resumes which reflect a professional's strengths, achievements as well as their goals and ambitions.*

**Contact Strategic Consulting Japan G.K. to create a Powerful Resume to get your dream job!**