

4 Rules of Writing Resume
www.all-rules.com

**Use typical examples of
1. CV from the Internet**

Do not invent your own style or form of CV. It must be typical for simplifying work of job offer.

**Begin with the
2. professional summary**

Write at the very beginning Professional summary, present yourself like a professional.

**Reread your resume
4. before sending**

Think if it reflect your best professional skills and characteristics. If you consider that you can add something essential about yourself, do it.

**Think about CV
3. presentation**

Think about the looking of your resume. Check its appearance. Print it before sending and look at it one more time. It must be good readable.