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Beautician resume format in word

As you have developed as a musician, you have gained a variety of experience that should be featured on your resume. This may include performance, formal training, informal study and experimentation, composition, and other work experience that demonstrates your responsibility and personal qualities. It may be difficult to format these experiences as a chronological resume; format your experiences as functional areas in a functional music resume. When communicating, what you say matters but so does how you say it. The same rule applies to communicating with your resume: How you format it influences how potential employers perceive you. Use a proper resume format, selecting the one that fits your needs, to showcase your skills and experience. The standard resume most job seekers use is the chronological resume; it's also the resume format that most employers expect. This format lists your jobs in reverse chronological order, so your most recent experience is listed first. It is ideal for applicants who want to show their professional progression and increasing job responsibility. The chronological format is not the best choice for someone with career gaps, however. The functional resume lists experience by function, rather than by job. Usually resumes written in this format have two or three skill areas listed that are relevant to the job and a summary of the applicant's related experience under each. For example, in applying for the job as chief financial officer, the applicant might use two sections like leadership and finance. The functional resume lets you focus on relevant skills and downplays gaps in your career. It can also be useful for applicants who are changing fields and who want to highlight their transferable skills. The hybrid resume combines aspects of both the chronological and functional resume formats. In this format the applicant lists educational and work history in reverse chronological order, but highlights functional skills in each position. This format allows the job seeker to highlight functional experience like a functional resume. It also provides a clear work history that will be more easily understood by an employer who is used to the traditional chronological format. The curriculum vitae is a format used in academic and teaching careers. The format highlights academic achievements and includes the applicant's educational background, awards, publications, presentations and experience. These items should be listed in order of importance to the job. Generally, education is the most important and listed first. But if publications are more important than experience you would list education, then experience and then the remaining sections in order of importance. The curriculum vitae is much more detailed than other formats. The average curriculum vitae for new professionals is two to four pages and six to eight for experienced applicants. Many lawyers are great at crafting written arguments that win cases even before a trial begins, yet writing well-constructed resumes is a skill that eludes some. The resume format for a first-year associate is vastly different than the resume for an equity partner or corporate in-house counsel. But candidates at all experience levels must convey key information, including where you went to school, your main practice areas and whether you have a successful track record of representing clients. Begin your resume with an introduction or an objective. An introduction is a succinct, employer-focused statement about what you can bring to the law firm or the corporation to which you're applying. A career objective is a candidate-focused statement that describes what you intend to achieve in your career. If you're actively seeking employment, tell the reader what you can contribute to the organization. For example, if you're an exceptional trial lawyer, write an introduction that briefly describes your courtroom success, how many years you've practiced law and your practice areas. Specialized knowledge is worthy of its own section, particularly if you bring highly sought-after expertise, such as intellectual property and trademark law, Internet law and immigration law. The correct format for showcasing areas of expertise is a three-column, two- to three-row table with enough space for six to nine areas. Center the table on the page for the highest impact. Lawyers with foreign language skills should include phrases such as "Bilingual/English & Spanish" or "Multilingual/English, Spanish & German." Label this section "Areas of Expertise" and center it below your introduction. List your education in a prominent space, especially if you earned your law degree from a renowned school, such as Yale, Stanford or Harvard. Your law degree and the quality of education you received can make a difference in the types of law firms or corporations that will be interested in hiring you. Academic excellence, and participation on the school's law review or mock trial sessions, also justifies listing education in a prominent space. If you earned your degree with honors, include the specific honor -- cum laude, magna cum laude or summa cum laude -- under the name of your school. Recent graduates should put the section titled "Education" above their work history. However, if you're a seasoned partner with a long record of accomplishments, you needn't worry about where to list education because your track record should be near the top of your resume. Lawyers with significant courtroom experience should highlight their successes, especially if they represented high-profile clients or argued highly publicized cases. In addition, lawyers who have appeared before a number of courts -- particularly appellate and supreme courts -- may devote an entire section to their trial work. For this section, include the case caption and a summary of the outcome, such as a monetary settlement awarded to the client. Do not include information about confidential settlements. If you're applying for a position where your trial record is a key qualification, label the section "Notable Trials" and put it below "Areas of Expertise." On a lawyer's resume, legal experience may include clerkships for judges or internships following completion of the first and second years of law school. Formatting this section of the resume is identical to a typical "Work History" section for any other profession. When listing your employers, include the position, especially if you started as a law firm associate and gradually ascended on the partnership track to an equity or a non-equity partner role. If you're licensed to practice in multiple jurisdictions or if your legal career includes representation of clients and organizations pro bono, include this in a separate section and label it "Licensure & Affiliations" or "Licensure & Volunteer Affiliations." Also, include organizations you belong to, such as the American Bar Association, National Bar Association or National Association of Women Lawyers.

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