

Great Resumes & Remote Interviews

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(NewsUSA) - Sponsored Content - Perfecting a resume and nailing the job interview can be daunting in normal times. With many companies conducting business remotely, this often extends to interviews. Here are some tips to help shore up your resume and nail those remote job interviews:

Resumes should be concise. The first thing you should do is look carefully at the job posting you are applying for. Look for any specifics that they are looking for in an applicant, and use the same wording they do in your resume, if it is applicable. You do not need to have paragraphs explaining every little detail about previous jobs and duties. Stick to the high-level details that seem important and make sure it is readable. Highlight your main job responsibilities, if you received any recognition, and impressive metrics that you may have achieved.

Put the most important information near the top of the resume.

Use a professional, easy-to-read font like Arial or Times New Roman in size 10 - 12. If you are having trouble thinking about what to focus on or how to design your resume, do a search for example resumes relevant to the industry you are applying in. Those may help you think of something in your history that you may not have considered including before.

So you've got your resume primed and ready to go. Now you have an interview, but it's remote. One of the most important things about a remote interview is being able to get to it. Find out which video chat service your potential employer is using and familiarize yourself with it before the interview. Just as with an in-person interview, how you present yourself is of great importance. Make sure you have a clean, orderly, quiet backdrop and that you dress appropriately for the interview.

You want to give the impression that you are ready to work remotely if necessary, or if not necessary, that you are taking the interview just as seriously. Make sure you close everything on your computer except the program you are using for the interview. This will prevent notifications from going off and help you remain focused on the interviewer.

When it comes to resume writing and interviewing, practice makes perfect.