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ON-LINE CV MAKER

The practice of writing a CV has become very popular lately in Ukraine. In our country, this document is in a form of summary of education data, skills and certain personal qualities. Abroad, for example, documents such as a CV and a motivation letter are must-have documents on the desktop of employee and are updated every six months. Participation in educational programs and job search are impossible without these documents. Bachelor and master students need to develop writing skills, especially in the context of their future profession.

У країнах Європи, на відміну від України, висувують високі вимоги до написання резюме. Одна з причин – це використання спеціальної програми для роботодавців («Applicant tracking system») скорочено . Її ще називають талановитою системою менеджменту. Ця програма допомагає опрацювати первинні документи кандидатів на посаду та власне процес відбору. База даних цієї програми використовується для відбору апікаційних документів, тестування кандидатів, складання графіку співбесід, перевірка рекомендаційних листів і, навіть, підготовку документів для влаштування на роботу.

In Europe, the requirements for writing a CV are rather high. To make a standard CV we may use a special program for employees ("Applicant Tracking System") or ATS to be shortened. It is also called the talented management system. This program helps to study the primary documents of candidates for the position and the process of selection. The database of this program is used for the selection of application documents, testing of candidates, scheduling of interviews, verification of recommendation letters and, even, preparation of documents for the work.

We live in the world of computer technology, one of the fastest ways of writing a resume is to use a special program: Online CV maker. You start to work with the program by pressing "Start CV maker". Several categories of resumes will be offered to you: student, experienced worker, work in management and jurisprudence. I have chosen the category "Student", where I need to enter my e-mail address and enter a password.

Next, under the guidance of the program, you will substitute the data in the electronic form of a CV. The contact information should be filled in without error. Statements about the purpose of drafting a resume for nothing is located almost from the very beginning. After all, employers pay for it. And this is not surprising, most candidates write that the purpose of writing a CV is to receive a job, and they are mistaken: the goal is to get an interview, and therefore you need to interest from the first lines of the document.

The next step is the keywords related to the work you're applying for. The program will react immediately to verbs, adjectives and propose to take nouns. And to accurately pick up the keywords you need to carefully reread the ad, which refers to the requirements for the applicant. It should be admitted, that it corrects data and fixes errors. Having the experience of folding the resume with the help of this program, I would like to note that the program provides a logical presentation of material, short and understandable sentences and allows you to use numbered lists to highlight more weighty points of your resume, bold font and italic.

The program indicates errors and suggests to construct sentences in another way. The unconditional advantage of your resume will be the highlighting of more meaningful achievements, and if you use examples using numbers and percentages (when it comes to the impact of your work), success is assured. For example, the resume writing experts argue that the sentence type: "I managed to cut costs by 23% in six months" has a greater impact on the reader than, for example, "I have 30 years of experience in sales".

The program will promote the logical and proper organization of the material, however, it does not react to the human factor: the ability to see by the lines of the ad what is required by the employer, and following this fill all items of the resume and think creatively.

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