**Introduction**

Throughout individuals lives they receive various types of education, become part of an organization, have a variety of work experience, and achieve different types of accomplishments. These are all important aspects of triumph that can be difficult to successfully summarize when applying for a job position, an internship, a scholarship, a university, etc. There is one imperative tool needed to successfully complete this task: a resume. A resume is defined as a brief written account of personal, educational, and professional qualifications, as that prepared by an applicant for a job. It is a formal way of going about business in the professional world. At some point everyone will create a resume of their own to apply for a certain type of position. Because of this, correctly building a resume is crucial in accomplishing success in the future.

**Purpose**

As previously stated, everyone will create a resume at some point in time. The purpose of this is to positively reflect a person’s past achievements and past experience, along with illustrating their future goals and aspirations. A resume is a type of genre that is well known in the professional and business world. By writing a resume, it is demonstrating to employers or institutions why an individual is or is not qualified for a position. It is a way for the audience to get a feel of the type of person the candidate is and their background, and help them decide if they have the ability to succeed in that profession.

**Tone/Language**

When writing a resume, the applicant wants to create an image of him or herself that is comparable to the position they are applying for. If an individual is applying for a university scholarship or a job at a respected business, the tone of this genre should be formal. When writing a resume for the previously mentioned reasons, the applicant always wants to be consistent with proper language throughout their writing and there should never be any jargon, slang, improper contractions, abbreviations, or passive voice present.

If he or she is applying for a job that requires less qualifications or previous experience, then using some informal language may be appropriate. It is important though to be careful with the use of informal language so the candidate does not come off as under-qualified or uncommitted. Proof reading a resume and getting a second opinion before sending it out to a potential employer or admissions office is tremendously imperative. If the audience sees any spelling or grammar mistakes they will discard the resume despite how qualified or impressive the applicant was.

**Structure**

The structure of a resume varies depending on the kind of resume they are looking to create, what position they are applying for, and how long they have been in the professional world. The information that is always included in the resume is the name of the applicant, contact information, educational experience, work experience, his or her objective, related skills, honor and awards, and any relevant special activities or interests. The order of this information can vary depending on the style of resume the contender is creating or if they are following a specific template. Some companies or universities also want the applicants to include a cover letter in their resume. However, one important aspect of the structure of a resume is it should be kept simple. The audience is not looking for colored or scented paper and eccentric fonts or pictures. The look of a resume should be kept professional.

**Content**

There are a number of different types of resumes in the professional world, varying from the structure of the resume, the category of the position that is being applied for, the order of which the experience is placed, and how much experience the applicant has. Although resumes can be written in many different ways there is one thing that they have in common, and that is the importance of the content. The content of a resume is what future employers and admissions offices utilize in their decision to accept or decline the request. It is a formal reflection of a person’s background and past accomplishments, and is a main element in illustrating how someone’s hard work and achievements make them qualified for their desired position.

The content of a resume completely depends on past work experience and skills obtained by the applicant. An applicant wants certain content in their resume that makes them unique from all the others so they are able to stand out among the rest, and capture the potential employer or admissions offices full attention. It is important to use rich substance that is appealing and engaging enough so that the reader is drawn into the resume from beginning to end, especially if the applicant decides to include a cover letter in their resume. Mary Spatz, a business woman who works in telecommunications and has written various resumes, says that while he or she wants to adequately describe the skills they developed, it is important to keep it concise. The applicant should focus their resume on what the potential employer wants to hear, almost as if they are advertising themselves.

**Conclusion**

An individual knowing how to create flawless resume is a skill that can be very beneficial to them when entering the professional world. A resume is defined as a brief written account of personal, educational, and professional qualifications. However, resumes are so much more than that brief description; they are a way of reflecting a person’s accomplishments, achievements, life background, and future aspirations. This is a tool that should be perfected by everyone when they are applying for a university, a scholarship, a job, or an internship. A resume’s tone, language, structure and content come together to exhibit to an audience how vigorously an individual has worked to get to where they currently are and how they can use those developed skills to continue to succeed. This is an instrument used to capture an audience’s attention and illustrate how an individual stands out among the rest of the candidates.