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Often, employers pay special attention to the skills section of your resume to determine if you should move on to the next step of the hiring process. In this article, we examine 10 important skills to include on a resume, as well as tips on how to best craft the skills section of your resume.

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At the beginning of your resume, don't forget to clearly state

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your full name and contact details (email, mobile number) in the top header of your resume. There is no need for your full address, but a suburb helps identify your viability to work in certain locations.

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you want. Review the Purpose of a Resume. Think of a resume as “self-advertisement” that sums up your experience on one page.

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Summary. This is a simple 2-3 sentence summary of your career or specified role. A resume summary is one of the basic requirements for every resume unless you're switching careers or a recent university graduate (in that case, you have to make use of a resume objective).

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A resume is a brief, concise document, usually only one page in length, that presents, and effectively sells, your skills and experiences to potential employers, graduate school admission committees, scholarship or fellowship committees, or other professional groups.

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## College ...

Adding your city and zip code is often enough to identify your location. Also leave out the date you wrote the resume, your sex, marital status, religion and other irrelevant personal details. Most companies will not accept any resume with a photograph attached as it carries the risk of discrimination.

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