

HOW TO CREATE A COMPELLING RESUME

TAILOR YOUR RESUME TO THE JOB DESCRIPTION

- CAREFULLY READ THE JOB POSTING TO UNDERSTAND THE SPECIFIC SKILLS AND QUALIFICATIONS REQUIRED.
- CUSTOMIZE YOUR RESUME TO HIGHLIGHT RELEVANT EXPERIENCES AND ABILITIES THAT MATCH THE JOB DESCRIPTION.

SHOWCASE RELEVANT SKILLS

- HIGHLIGHT YOUR PROFICIENCY IN ESSENTIAL SOFTWARE AND TOOLS COMMONLY USED BY VIRTUAL ASSISTANTS, SUCH AS MICROSOFT OFFICE SUITE, GOOGLE WORKSPACE, PROJECT MANAGEMENT SOFTWARE, AND COMMUNICATION TOOLS LIKE SLACK OR ZOOM.
- EMPHASIZE SKILLS SUCH AS TIME MANAGEMENT, MULTITASKING, ATTENTION TO DETAIL, AND ORGANIZATION, WHICH ARE CRUCIAL FOR SUCCESS IN A VIRTUAL ASSISTANT ROLE.

HIGHLIGHT REMOTE WORK EXPERIENCE

- IF YOU HAVE PRIOR EXPERIENCE WORKING REMOTELY, SHOWCASE IT PROMINENTLY ON YOUR RESUME.
- INCLUDE DETAILS ABOUT YOUR ABILITY TO WORK INDEPENDENTLY, MANAGE TIME EFFECTIVELY, AND MAINTAIN COMMUNICATION WITH TEAM MEMBERS AND CLIENTS ACROSS VARIOUS ONLINE PLATFORMS.

QUANTIFY ACHIEVEMENTS AND RESPONSIBILITIES

- USE SPECIFIC METRICS AND NUMBERS TO QUANTIFY YOUR ACHIEVEMENTS AND RESPONSIBILITIES IN PREVIOUS ROLES.
- FOR EXAMPLE, MENTION THE NUMBER OF CLIENTS YOU MANAGED SIMULTANEOUSLY, THE PERCENTAGE OF INCREASED PRODUCTIVITY AS A RESULT OF YOUR ORGANIZATIONAL SYSTEMS, OR THE SUCCESSFUL COMPLETION OF PROJECTS WITHIN TIGHT DEADLINES.

INCLUDE A PROFESSIONAL SUMMARY OR OBJECTIVE

- WRITE A CONCISE PROFESSIONAL SUMMARY OR OBJECTIVE STATEMENT AT THE BEGINNING OF YOUR RESUME.
- USE THIS SECTION TO BRIEFLY INTRODUCE YOURSELF, HIGHLIGHT YOUR KEY QUALIFICATIONS, AND EXPRESS YOUR CAREER GOALS AS A VIRTUAL ASSISTANT.

IMPORTANT REMINDERS:

- ADD RELEVANT EDUCATION AND CERTIFICATIONS
- USE A CLEAN AND PROFESSIONAL FORMAT
- PROOFREAD CAREFULLY
- BEFORE SENDING YOUR RESUME, MAKE SURE YOU READ THE JOB DESCRIPTION PROPERLY AND TAILOR YOUR RESUME TO THE POSITION YOU ARE APPLYING FOR TO HAVE A BETTER CHANCE OF BEING INVITED FOR AN INTERVIEW.

Good luck and we wish you all the best on your journey to the VA Career!

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RECEIVE UPDATES, JOB POSTINGS
AND HELPFUL RESOURCES by CLICKING THE IMAGE BELOW**

