ELEARNINGNEWS ARTICLE

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How to create an appealing resume in the eLearning sector?

8 tips to create a resume that potential employers will not forget.

The resume is the main tool to communicate one's professional background and experience, but above all to stimulate the interest of the recipient and encourage him to organize an interview. If you are looking for a job as an eLearning professional you will be well aware that you are applying for technology-based work: in addition to the printed and printable version of your curriculum, make sure to communicate your professional image to the best possible by preparing an original and winning online version. Here are 8 useful tips for doing this.

1. Edit different resumes for different positions

Many HR recruiters and hiring managers prefer to receive résumés tailored to the industry or to the position sought. In the same way, you could develop virtual resumes dedicated to the **different niches in which the companies of the eLearning sector enter**. Here you can present specific skills, work experience and qualifications based on the requirements of the position.

2. Use an attractive layout

The virtual eLearning resume will have to satisfy the eyes, maintaining a professional aspect. Communicate your professional identity with "**graphic elements**, borders and other non-intrusive elements that improve the aesthetics of the resume. You can also choose topics related to eLearning to make it even more personalized".

3. Insert multimedia links

The virtual curriculum allows you to insert video presentations that highlight your talents or work experience. For example, you can create **links to external resources**, such as eLearning courses that you helped to build or articles you published on the topic.

4. Emphasize your skills

Skills are precious only if you know how to spend them in the real world. Employers are looking for candidates who are able to put their knowledge and skills to good use. Therefore, when you mention your skills, take examples and link them to **practical experiences** where they have been successful for your work.

5. Use templates and save time

You can use templates to modify your CV depending on the personalization of each of your applications. There are **different types of models on the web** (traditional or virtual and interactive), even in free form.

6. Include a contact form

Surely you will write your contact details in your resume: email address, phone number, social media. Is it enough? You could aim higher and surprise your potential employer by inserting a **contact form in the resume to request an interview with you ... with a click!**

7. Review with new eyes

After spending a lot of time creating your resume and proofreading it several times, it is likely that you will not be able to take any benefit. Leave it all for a few days, before making a final review or ask someone else to see it ... **four eyes work better than two** and you will be able to consider a contribution and a point of view different from yours!

8. Present your eLearning portfolio

Your eLearning portfolio offers potential employers the opportunity to view your skills in practice and, of course, offers you a showcase to expose your design skills. However, pay particular **attention not to insert unnecessary texts or images** into your resume that could distract the attention of the interlocutor from your experience and your knowledge.

Does your current eLearning resume curriculum accurately reflect your professional experience?

Read the complete article...