

CREATING A RÉSUMÉ OF "HIRE" QUALITY

1. A résumé is a _____ tool for presenting yourself to a potential employer.
2. Employers generally do not read resumes at first glance. Instead they _____ it over to determine if it's really worth going back to pay attention to more details.
3. Layout the resume so that with one simple glance, the person eyeing your resume catches:
 - a. What you have _____
 - b. What it is you do
 - c. Present your _____ in a way that capture the attention of the reader
4. A resume starts with an individual's career _____. This tells employers your _____, and helps them to understand the intended specific direction in your next career move.
5. No objective is needed when a résumé is accompanied by a _____ letter.
6. When listing your education, list the following items:
 - a. Your present or most _____ education
 - b. Your _____, if known - but do not list if < 3.0
 - c. Your _____, if known
7. When listing your work experience, list the following items:
 - a. Your present or most recent _____ **AND** the _____ of employment.
 - b. Your job _____, if known
 - c. Your duties or _____.
8. When listing your activities, be sure to include activities that show a sincere interest in _____, helping others or developing a _____.
9. When listing your strengths & skills, focus on key skills such as _____, technical skills, communication, and/or _____ skills.
10. Use _____ words to maximize the impact of your skills & strengths section.
11. Example: Wal-Mart—Used _____ skills to assist customers with returns and exchanges or comments regarding the store.
12. You only have _____ seconds to get the reader's attention so present yourself in the most _____ light.

Technical Points to Remember:

1. Omit GPA if not _____ or better.
2. Keep it to _____ and never use a _____ page.
3. Use _____ to quantify and verify facts.
4. Do not use _____, _____, or _____.

Student Name:_____ **Period:**_____

5. Always use "References available _____" and have reference page with you.
6. Do not use _____ or watermarks.
7. Have same _____ for both résumé and cover letter.
8. Format large amounts of data in _____ columns
9. Use _____ and _____ to increase the appeal of your resume.
10. Begin work experience descriptions with _____.
11. Use appropriate email address!