

Get a Job! MASTER LESSON

PRESENT

“You must put your professionalism, competence, and personality in writing before you can be taken seriously for a job.”

The resume is your AVENUE to an INTERVIEW. It highlights your SKILLS. It must have an OBJECTIVE and it must EMPHASIZE. Think about the CONTENT and the FORMAT.

Content

Nouns

Concrete - not vague descriptions

Action words

Functional categories

Common headings

Describe interpersonal traits
& attitudes

Format

Most important information 1st

Clean

Chronological - by date

Nothing funny

High quality paper

One sided

No folds or staples

Name on top

Standard address

Each phone/e mail on one line

Don't need: date, picture, race/religion/political affiliation, salary requirements, references, personal and/or negative information.

Why not? What do they say? What would be the disadvantages? What are the trade offs?