Resume Preparation

1. Why is a resume important?
2. 1st impression from a prospective employer
3. Purpose of a resume is to provide a summary of your skills, abilities and accomplishments
4. Look at it as a quick advertisement of your job experience (snapshot)

Resume: Begin to pursue something (i.e. Job)

A resume is a one to two page formal document that lists a job applicants work experience, education and skills. A resume is designed to provide a detailed summary of an applicant’s (your) qualifications for a particular job –

