



Says

What have we heard them say?
What can we imagine them saying?



Thinks

What are their wants, needs, hopes, and dreams?
What other thoughts might influence their behavior?



Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?



Does

What behavior have we observed?
What can we imagine them doing?



A resume is a formal document that a job applicant creates to itemize their qualifications for a position.

Also known as a job resume, a resume is a brief written summary of a job applicant's past employment history, education, and other pertinent information.

Résumés can be used for a variety of reasons, but most often they are used to secure new employment.

contact information, resume summary / resume objective, work experience, education and skills.

1 rule of writing a resume is to keep it short and to the point.

In many contexts, a résumé is typically limited to one or two pages of size A4 or letter-size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position.

A resume is a formal document that a job applicant creates to itemize their qualifications for a position.

it's vital that you take the time to carefully format and fine-tune your resume before you submit your application.

It acts as a letter of introduction to prospective employers, giving them a sense of who you are and if you're a good fit for their open positions

Your resume communicates your qualifications and your brand—who you are and what makes you different—to employers and recruiters. In a tough job market, you need a resume that helps you stand out in a sea of applicants.

you can add links to your other social media profiles, a digital portfolio, links of your exhibits or even links of published pieces

Include your role in the position, the organization and dates.