



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?

 [See an example](#)



GOWSALYA

Designing a Resume

- Education.
- Work and Related Experience.
- Awards and Honors.
- Activities/Hobbies.
- Skills.

a heading, your objective, skills and experience, education, certifications and awards, interests and finally, references.

- Personal Information.
- Objective.
- Education.

- Work and Related Experience.
- Awards and Honors.
- Activities/Hobbies.
- Skills.

There are five essential elements to include in your CV. Your name and contact details, a personal statement, work experience, education and qualifications and key skills.

focus on the most recent position you held and the most important educational qualifications you hold.

1. Pick the Right Resume Format & Layout.
2. Mention Your Personal Details & Contact Information
3. Use a Resume Summary or Objective
4. List Your Work Experience & Achievements.
5. Mention Your Top Soft & Hard Skills
6. Include Additional Resume Sections (Languages, Hobbies, etc.)

1. Pick Your Format. ...
2. Start With Your Basic Information. ...

1. Add in Your Work Experience. ...
2. Consider Including Volunteer Work or Other Experience. ...

1. Don't Forget Your Education. ...
2. Top It Off With Some Skills and Interests

reverse-chronological resume format